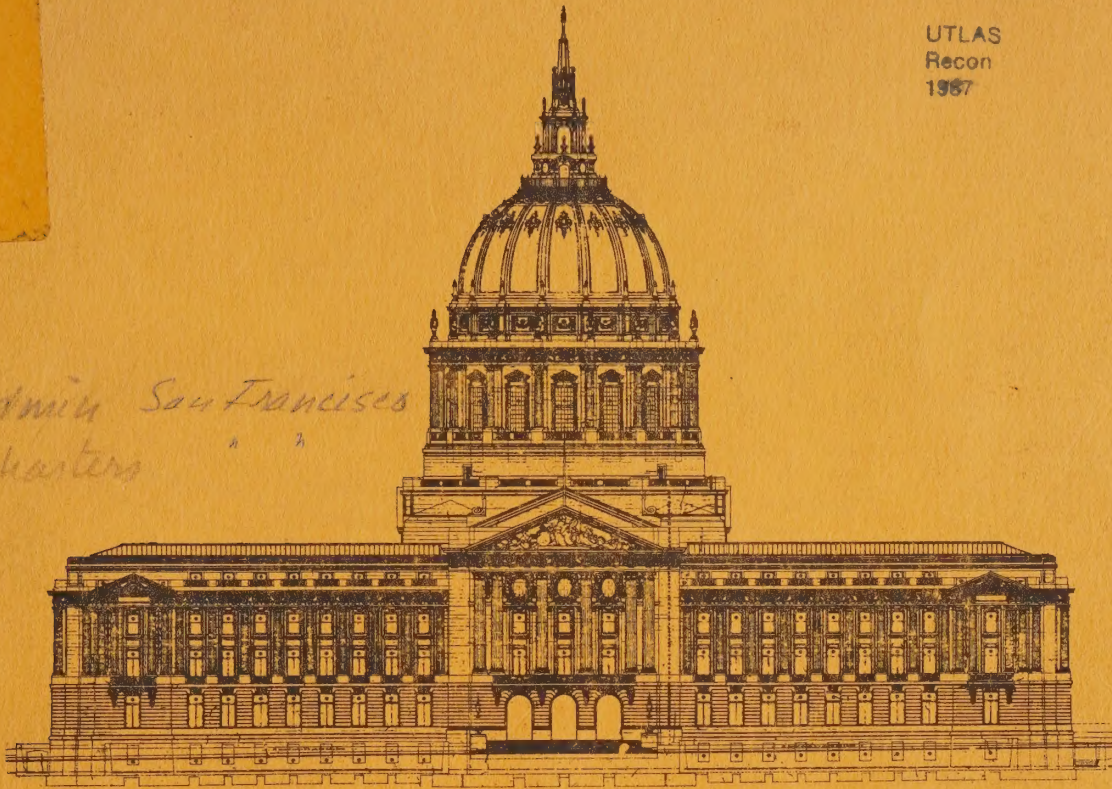


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Municipal government *San Francisco*
SAN FRANCISCO GOVERNMENT

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THE CITY AND COUNTY CHARTER ANALYZED – PLUS
A WEALTH OF MATERIAL CONCERNING SAN FRANCISCO DEPARTMENTS AND OFFICES.

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By:

Martin W. Judnick
INSTITUTE OF GOVERNMENTAL
STUDIES LIBRARY

AN INVALUABLE REFERENCE BOOK
OR STUDY GUIDE FOR:

**BUSINESSMEN
VENDORS TO THE CITY
ATTORNEYS
CITY OFFICIALS
INTERESTED CITIZENS
AND
CITY AND COUNTY EMPLOYEES
STUDYING FOR PROMOTIONS.**

MAY 29 1968

UNIVERSITY OF CALIFORNIA

... This is a KEN-BOOK \$4.25

SAN FRANCISCO GOVERNMENT

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A Summary of the
San Francisco City
and County Charter,
the laws and ordinances,
and the work of the
various departments.

By

MARTIN W. JUDNICH, CPA

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HARRY WALTER KOCH

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INTRODUCTION

For some years, this publisher had the idea in mind of presenting a condensation of the San Francisco City and County Charter but could not find the person who was properly prepared to write such a book. He was finally fortunate in being referred to Mr. Martin Judnich, who has been for a third of a century an employee of the City and County Controller's office -- in later years in various supervisory capacities. He agreed to become the author of this book. Mr. Judnich is versatile; he is not only a Certified Public Accountant but also an author of a book on music-reading. He has for many years been active in local handball circles -- earlier as an active player and later as an official and writer in that field.

Once Mr. Judnich took over, the idea of the book grew and grew. Starting with his own previously-prepared notes on the Charter, which he meticulously re-wrote to bring them up to date, he decided, with our agreement, to expand the book into a general outline of City and County government, complete with descriptions of the work of each department, organization charts, and other helpful material.

We are sure that the book will be of assistance to lawyers, to businessmen dealing with the City, to City officials themselves, to many interested citizens, and finally to City employees seeking promotion to higher ranks.

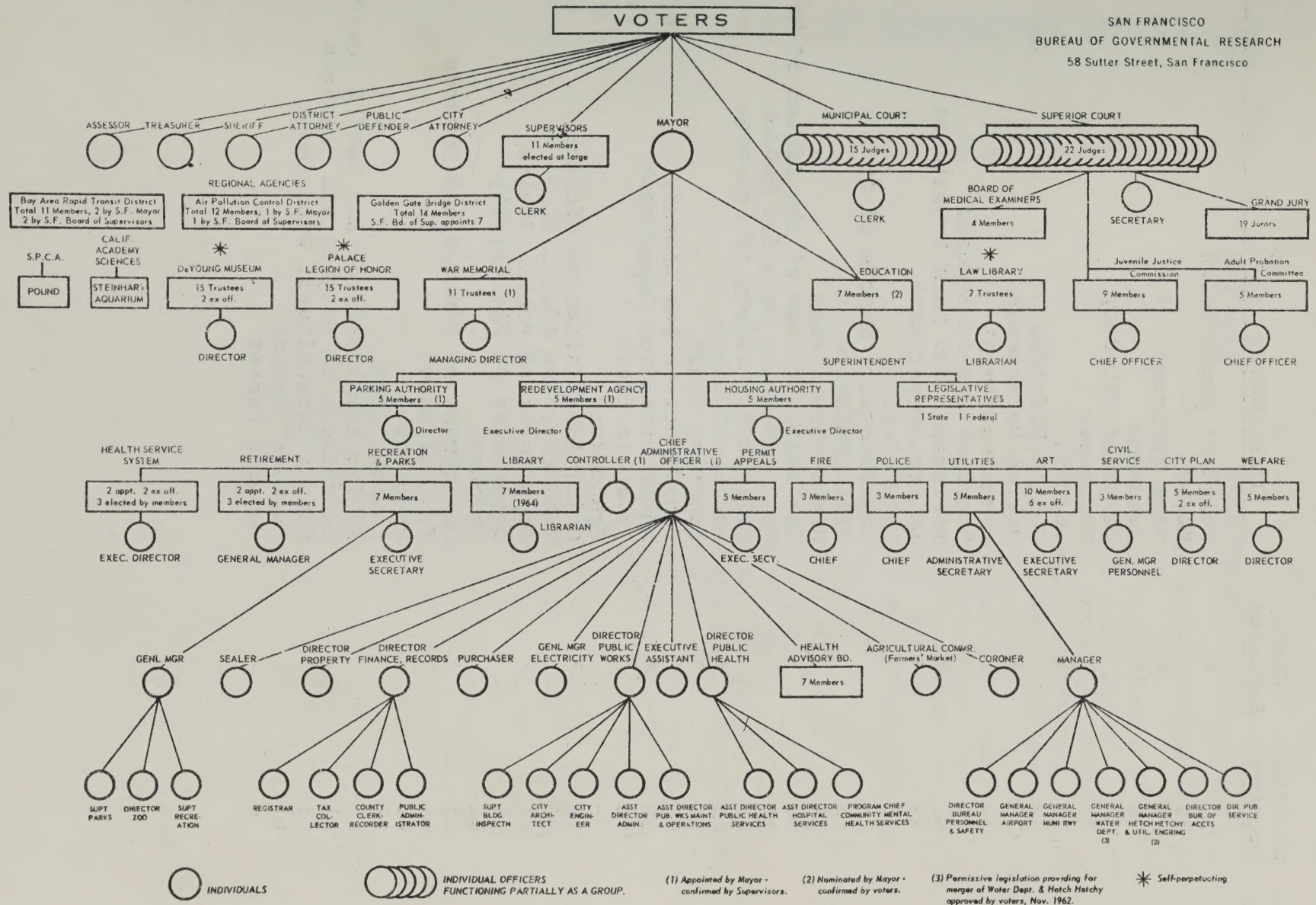
The Charter itself is the current one, the one that went into effect on January 8, 1932, including all of the amendments that have been approved by the voters and the State Legislature since that date. It is a huge document with a great deal of involved verbiage and repetition; by eliminating a great deal of this Mr. Judnich has reduced it to about one-seventh of its length without leaving out any of the essential points. Of course, if a question were to arise in which a legal right were to depend on the exact interpretation of every word and comma in a sentence, the original text would have to be obtained and in most cases an attorney consulted. But for a general view of the City and County government -- one that will be truly useful to the various types of individuals listed in the preceding paragraph, we sincerely feel that he has done an excellent job -- one that has long needed doing and in fact has never been done before.

In addition to the Charter, a great deal of San Francisco law has been codified into two basic codes: the Municipal Code and the Administrative Code. While the complete text of these two could not be included without producing a volume of tremendous size and expense, they are outlined and if one needs any individual section thereof, he can obtain it at the City Hall for small or no expense.

Mr. Judnich obtained assistance from a number of very helpful sources in the preparation of this volume: from Grand Jury Reports, the Mayor's Directory of City and County Offices, the San Francisco Unified School District's publication, "The San Francisco Plan of Government," the San Francisco Bureau of Governmental Research, the San Francisco Convention and Visitors' Bureau, the Greater San Francisco Chamber of Commerce, and finally verbal information generously supplied by departmental executives who also aided in reviewing the final drafts and submitting suggestions; their names are too numerous to mention individually but we sincerely thank them all. No information from the above printed sources was reproduced without permission from the organizations mentioned and none of the material was published without final re-checking by Mr. Judnich, so if there should be any error, it is attributable to us and not to the sources mentioned.

Harry Walter Koch

SAN FRANCISCO CONSOLIDATED CITY AND COUNTY GOVERNMENT



SAN FRANCISCO
BUREAU OF GOVERNMENTAL RESEARCH
58 Sutter Street, San Francisco

○ INDIVIDUALS

○○○○ INDIVIDUAL OFFICERS
FUNCTIONING PARTIALLY AS A GROUP.

(1) Appointed by Mayor -
confirmed by Supervisors.

(2) Nominated by Mayor -
confirmed by voters.

(3) Permissive legislation providing for
merger of Water Dept. & Hatch Hatchy
approved by voters, Nov. 1962.

* Self-perpetuating

DEPARTMENTAL NARRATIVES
INDEX

*

<u>Page No.</u>	<u>Charter Section</u>	<u>Chart Included</u>	<u>DEPARTMENT</u>
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16	25		Mayor
19	26	*	City Attorney
21	28	*	Assessor
24	29		District Attorney
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40	51		M. H. de Young Memorial Museum
40	52		California Academy of Sciences
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44	56	*	Superior Court
47	57		San Francisco Law Library
48	58	*	Adult Probation Department
50	58		Juvenile Court
51	-		Grand Jury
51A	59	*	Chief Administrative Officer
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DEPARTMENTAL NARRATIVES
INDEX

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66	61.1	*	Social Services Department
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96	-		Housing Authority
96	-		Parking Authority
98	-		Redevelopment Agency
99	-		Human Rights Commission
100	-		Economic Opportunity Council of San Francisco
101	-		Public Pound

BOARD OF SUPERVISORS (CHARTER SECTION 12):

The B/S is the unicameral law-making or legislative body of the City and County of San Francisco. The Board may also act as the County Board of Equalization under State Law; or, by option may create a County Tax Appeals Board to equalize the valuation of the taxable property (see Assessor's Narrative, page 21).

The legislative procedure governing the Board of Supervisors is generally prescribed in Charter Sections 12 thru 17. The legislative procedure in detail is incorporated in the RULES of the B/S pursuant to Charter Section 19.

RULES of the B/S are adhered to in the enactment of legislation for the City and County as provided in the Charter. A list of the RULES, with brief and general explanations is presented as a separate schedule following this narration, and summarized hereunder:

Rule Numbers		Chapter Headings
From	Thru	
1	16	Organization, Meetings
17	39	Parliamentary Procedure
40	61	Standing Committees and Duties Thereof
62	87	Legislative Procedure
88	89	Miscellaneous: 88-Appointees; 89-Use of Legislative Chambers

Charter Section 9 "Powers Vested in B/S" reads in part:

"The B/S may, by ordinance, confer on any officer, board or commission such other and additional powers as the Board may deem advisable...."

Other provisions of the Charter, pertinent to the modification of the Charter or other local law through the legislative procedure are contained in the following sections of the Charter:

- 2-Powers of the City and County.
- 3-General Law Procedure.
- 15-Record, Publication and Effect of Ordinance and Resolutions.
- 19-Powers and Duties of Boards and Commissions.
- 23-Administrative Code.
- 179-Initiative, Referendum and Recall (Relates to Charter Amendments).

Charter Section 12, "Action by Resolution or Ordinance," reads in part:

"....Action by the B/S shall be by ordinance or resolution in writing introduced by a member or by a committee of said Board and passed or adopted by a majority of all the members of the Board at each reading. Every legislative act shall be by ordinance. The enacting clause of all ordinances shall be, 'Be it ordained by the people of the City and County of San Francisco....'"

Neither the Charter nor the RULES of the Board of Supervisors appear to define or clarify the distinctions between "Ordinance" and "Resolution." Resolutions may express an opinion or desire of the Board of Supervisors or explain an Ordinance previously enacted; or enact a law of temporary duration. There appears to be some confusion as to whether a "Resolution" is a Legislative act.

Journals of Proceedings, published by the Board of Supervisors, refer to their official acts as: 1-Ordinances; 2-Resolutions; and 3-Motions. Such actions may be unofficially described in terms of their general characteristics, as follows:

ORDINANCE:

A local law of a municipal corporation; enacted under legal authority; prescribing general, uniform and permanent rules of conduct concerning the affairs of the municipality. Such laws may include regulation of persons or property subject to a penalty, fine, imprisonment or a forfeiture for a violation thereof; and must be in a form of an Ordinance. Charter Section 26 provides that: "The city attorney shall prepare, or approve as to form all ordinances before they are enacted by the supervisors...." An Ordinance is the highest form of action taken by the B/S.

RESOLUTION:

Is less formal than an Ordinance, and more formal than a "Motion." It must be submitted in writing; does not require approval as to "Form" by the City Attorney; cannot contain a penal clause; and the effective clause is "Resolved that," etc. A Resolution may cover: a temporary or transitory legislative matter; involve a social amenity or be a congratulatory recognition. It can be passed after one consideration instead of two; and, it is generally processed in a similar manner to that required for an Ordinance.

(The Chart showing the steps in "ENACTING AN ORDINANCE (and Resolution) is reprinted from the "San Francisco Plan of Government" through the courtesy of the San Francisco Unified School District.)

MOTION:

A "Motion" is the least formal of the Board's actions. It is not a legislative act. Frequently, it is made orally and concerns parliamentary or intra-Board matters, expressions of opinion or an opinion of general policy. If it is a subject of sufficient importance it should be more formally processed in writing by Resolution.

The current Charter went into effect on January 8, 1932, and contains pertinent provisions in Section 2, which reads:

"All ordinances or resolutions in force at the time this Charter takes effect and not inconsistent therewith shall continue in force until amended or repealed."

In accordance with the above language, all ordinances and resolutions in force as at January 8, 1932, became a vital part of the local law. Additionally, in accordance with provisions of our 1932 Charter, and RULES of the Board of Supervisors adopted pursuant to Section 19 of the Charter, the Board has enacted a considerable volume of legislation.

Some fifteen thousand odd laws were examined to determine what penal and regulatory laws were to be included in the SAN FRANCISCO MUNICIPAL CODE, a codification of ordinances, resolutions and actions of the Board of Supervisors which was printed in book form October 1, 1938. Thereafter, various portions of the MUNICIPAL CODE have been reprinted in smaller booklet form.

The general contents of the current SAN FRANCISCO MUNICIPAL CODE are reflected in a separate section of this publication. Generally, the provisions of the MUNICIPAL CODE concern the conduct of individuals and organizations in San Francisco, rather than governing City and County departments and/or its officers.

Likewise, the general and current contents of the SAN FRANCISCO ADMINISTRATIVE CODE (which pertains generally to City and County Officers and Departments in their official capacities) is treated as another separate section in this publication.

CITY AND COUNTY OF SAN FRANCISCO
RULES OF ORDER, ADOPTED BY AND FOR THE BOARD OF SUPERVISORS
PURSUANT TO SECTION 19 OF THE CHARTER

RULE NO.	TITLE OF RULE	GENERALLY, AND BRIEFLY, THE RULE IS
	<u>ORGANIZATION, MEETINGS</u>	
1.	Adoption of Rules of Order.	By Motion & Recorded Majority Vote of B/S.
2.	Suspension of Rules.	May Suspend by Vote of 8 Members.
3.	Amendments to Rules.	Rules Committee-1st Study and Report.
4.	Parliamentary Authority.	Robert's Rules of Order shall Govern.
5.	Organization & Election of President.	January 8th, after Election of new Members.
6.	Regular Meets of Board.	On Mondays, at 2:00 pm (Charter Sec. 10).
7.	Temporary Meeting Place-Emergency.	B/S by Resolution: Designates (Charter Sec. 10).
8.	Special Meetings of Board.	By President; or in Writing by Mayor; 4 of B/S.
9.	Attendance at Meetings.	None excused Except by Majority Vote of B/S.
10.	Quorum.	Majority of All Members. (May compel Absentees)

- | | |
|---|---|
| 11. Rights of Members Less Than Quorum. | No Official Action, except to Recess or Adjourn. |
| 12. Call of The Board. | Clerk Shall Call All; & Absentees Noted. |
| 13. Permission To Leave Meeting. | President's Permission is Required. |
| 14. Powers & Duties of President. | Appoints Committees; Names Representatives at Other Functions; Assigns Seats in Chambers; Preserves Order; Decides Order of Questions; Names His Substitute; Schedules Meetings of Standing Committees; Is Committee Chairman; Signs B/S Documents, etc.; Chairman-Rules Com. Presides & Calls Meetings to Order. |
| 15. Call To Order & Roll Call. | Shall Be: 1-Roll Call; 2-Pledge of Allegiance; 3-Approval of Journal; 4-Communications; 5-Calendar Matters; 6-Reports of Committees; 7-Roll Call for |
| 16. Order of Business. | Members Shall Rise & Address President first. |
| 17. Addressing The Board. | Presiding Officer Shall Decide Priority. |
| 18. Member Entitled to Floor. | Limit is Twice On Same Subject, except by Vote. |
| 19. Limitations On Speaking. | Includes: Parliamentary Actions; Internal Functions; Directives to Clerk, Board Members & Other Departments; & Other Actions Approved by City Attorney (as detailed in the Rule). |
| 20. Action By Motion. | No Motion Debated Until Seconded. |
| 21. Motion To Be Seconded and Stated. | After Motion Stated, Mover May Withdraw by Vote. |
| 22. Withdrawal of Motion. | Member shall Arise & Appeal Promptly. |
| 23. Appeal From Decision of President. | Each Member Shall Vote Unless Excused. |
| 24. Voting Requirements and Procedure. | Any Member on Prevailing Side May Request Reconsideration. |
| 25. Reconsideration. | Except Shall Yield For Reasons Detailed in Rule. |
| 26. Speaker Not To Be Interrupted. | No Motion During Debate, except as Detailed. |
| 27. Precedence of Motions During Debate. | The Rule Lists 26 Items Not Debatable. |
| 28. Motions Not Debatable. | The Rule Lists 19 such Motions. |
| 29. Motions Which May Not Be Amended. | The Rule Lists 19 such Motions. |
| 30. Motions Which May Not Be Reconsidered. | The Rule Lists 8 such Motions. |
| 31. Motions Which Do Not Require A Second. | Motions "To Lay On The Table" shall preclude. |
| 32. Motions Which Take Precedence of Amendments To Main Question. | |

- | | |
|--------------------------------------|--|
| 33. Division of The Question. | President Shall order Division if Member Demands. |
| 34. Seriatim Consideration. | Measures Under Debate: Singly by Sections. |
| 35. The Previous Question. | Only Admitted When Called by 3 Supervisors. |
| 36. Vote To Be Entered Upon Journal. | Votes: For & Against Shall be Entered. |
| 37. Privilege of The Floor. | Granted Only to City & County Officers. |
| 38. Committee of The Whole | Six of B/S may so Resolve & President is Chairman of Such Committee. |
| 39. Special Order of Business. | Not on Calendar, except by Vote of 8 Members. |

STANDING COMMITTEES & DUTIES THEREOF:

- | | |
|---|---|
| 40. Standing Committees, General Rules. | Performs All Legal Acts; Specific Assignments Precede General; Each Committee has 3 Members except Finance (5); President Decides When Conflicting Assignments. |
| 41. Action By Chairman of Committees. | Committee Clerk Reviews Calendar in Advance. |
| 42. Meetings To Be Public. | Every Committee Meeting is Open to the Public. |
| 43. Time of Meeting. | Set by: 1-B/S; 2-Chairman; 3-Majority of Committee. |
| 44. Attendance At Meetings. | Committee Members have Duty to Attend at Time. |
| 45. Call To Order. | If Chairman Absent, Another Member may Call. |
| 46. Roll Call On Pending Motion. | Any Member can Move a Roll Call-Pending Motion. |
| 47. Requirement For Second To Motion. | Not Required in Committees of Three or Less. |
| 48. Absence of Quorum. | Reported to B/S when Public Invited to Meeting. |
| 49. Record of Attendance. | Committee Clerk keeps Record & Reports to Clerk. |
| 50. Applicable Rules. | Board Rules apply; Committee may add Rules. |

THE STANDING COMMITTEES ARE:

- | | |
|-------------------------------------|--|
| 51. 1-CULTURAL ACTIVITIES COMMITTEE | Schools, Recreation, Parks, Art, Museums, Conventions, Publicity & Advertising, Celebrations, etc. |
| 52. 2-FINANCE COMMITTEE (5 Members) | Finances; Revenues; Expenditures; Taxes; Budgets; Permit & License Fees; Bond Issues; Buy or Sell Property; Litigation-Claims-Liens Litigation; Assessor, Controller; Tax Collector and Treasurer. |
| 53. 3-FIRE, SAFETY AND POLICE | Fire & Police Dept.; Disaster Corps; Street Traffic; Fire, Police & Traffic Code. |

RULES OF ORDER, ADOPTED BY AND FOR THE BOARD OF SUPERVISORS

RULE NO.	TITLE OF RULE	GENERALLY, AND BRIEFLY, THE RULE IS:
54.	4-GOVERNMENTAL SERVICES COMMITTEE	Functions Under the Mayor & C.A.O.; Matters Not Assigned to Other Committees; including: Courts, except Juvenile; the D.A.; City Atty.; Public Defender, Adult Probation; Grand Jury, Codes: Building, Electrical, Plumbing, Public Works; and privately owned utilities (not under the P.U.C.)
55.	5-HEALTH COMMITTEE	Agricultural Commissioner, Coroner, Dept. of Public Health, Public Pound & Sealer of Weights & Measures; and Health & Housing Codes.
56.	6-LEGISLATIVE AND PERSONNEL COMMITTEE	Charter Revisions and Amendments; Other Ballot measures except Bond Issues; Codifications and Compilations of Local Law; Administrative Code; Civil Service; Salary Standardization; Employees' Retirement & Health Service.
57.	7-PLANNING AND DEVELOPMENT COMMITTEE	Regional Planning; Community Redevelopment; Urban Renewal; Public Lands & Buildings-but NOT Matters under City Planning Code & Commerce and Industry.
58.	8-RULES COMMITTEE	Rules of B/S; and conduct of Clerk & Functions.
59.	9-SOCIAL SERVICES COMMITTEE	Dept. of Social Services; Housing Authority; Human Rights Commission; Economic Opportunity; Juvenile Court; Senior Citizens.
60.	10-STATE AND NATIONAL AFFAIRS COMMITTEE	State and Federal Legislative Matters, and Agencies Thereunder.
61.	11-STREETS & TRANSPORTATION COMMITTEE	Public Transit & Transportation Facilities; Parking Authority; Airports; Municipal Railway, Rapid Transit; California Streets and Highway Code.

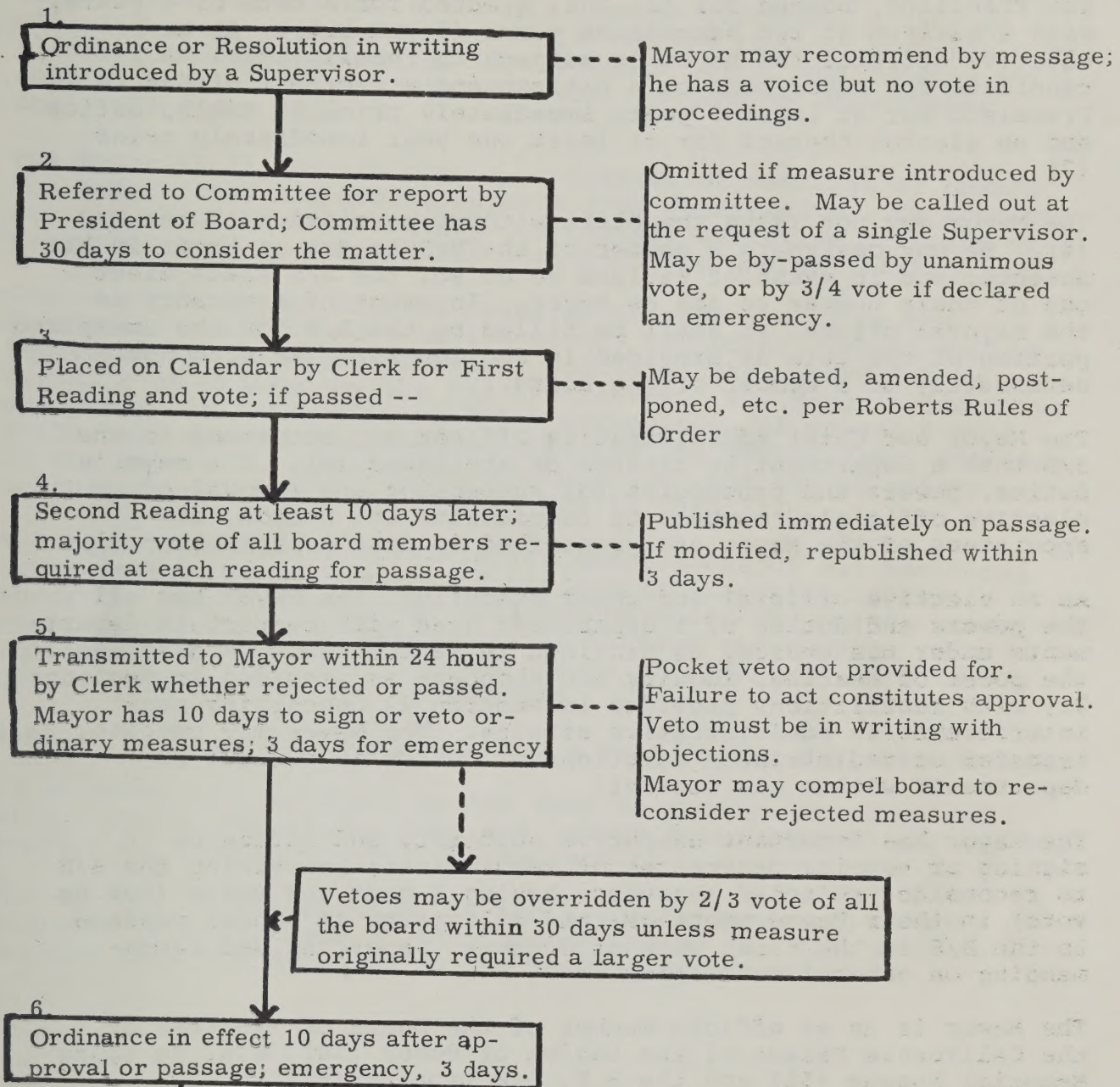
RULES OF ORDER, ADOPTED BY AND FOR THE BOARD OF SUPERVISORS

RULE NO.	TITLE OF RULE	GENERALLY, AND BRIEFLY, THE RULE IS:
<u>LEGISLATIVE PROCEDURE:</u>		
62 Thru 76.	<u>Definitions.</u>	As Used in these Rules: "Active Measure"; "Adopted"; "Agency"; "Board"; "Clerk"; "Committee"; "Communication"; "Emergency Measure"; "Introduction"; "Mayor"; "Measure"; "Official Agency"; "Passage"; "Final Passage"; "President."
77.	Time Limit For Filing Measures With The Clerk.	Prior to 12:00 Noon on the Thursday preceding the next Regular Meeting of the Board (Mondays).
78.	Time Limit For Filing Communications With The Clerk.	Same as in Rule 77.
79.	Disposition of Measures and Communications Upon Filing With Clerk.	President's Discretion: To Committee; Members for Sponsorship; Filing, etc.
80.	Introduction of Measures.	In Writing by a Member or Committee.
81.	Measures Which Need Not be Referred to Committee.	Those: After a Public Hearing; Emergencies; Appeals as provided by Law.
82.	Format And Supplemental Information.	Rules Committee shall Prescribe. Clerk enforces.
83.	Identification, Filing & Indexing.	Clerk identifies; records; files and indexes.
84.	Approval As To Form.	All proposed Ordinances, by City Attorney.
85.	Committee Hearing And Action.	Committee shall hold public hearings & Recommend.
86.	Calling A Measure From Committee.	B/S may order return of Measure from Committee.
87.	Calling An Emergency Measure From Committee.	After 5 days, any Member may Call for Return & Inclusion on next Calendar.
<u>MISCELLANEOUS RULES:</u>		
88.	<u>Appointees.</u>	If B/S approval is required, written qualifications are to be Submitted.
89.	Legislative Chamber, Use Of	President of B/S has supervision and control under conditions as outlined.

ENACTING AN ORDINANCE -- BOARD OF SUPERVISORS

Usual Method

Variations



Exceptions:

- Resolutions may go into effect immediately if non-legislative in nature.
- If ordinance subject to referendum, 30 days.
- Public utility franchises or privileges, 60 days, but: "No ordinance granting a franchise shall be finally passed within 90 days of its introduction."

(13)

(Chart by courtesy of San Francisco Unified School District)

MAYOR (CHARTER SECTION 25 AND OTHER SECTIONS AS CITED):

The Mayor is a City and County officer with powers conferred by general law and those imposed by Charter provisions (4 and 18). He is the authorized chief executive of the City and County of San Francisco, bonded for \$25,000, elected for a term of 4 years, with a maximum of two successive terms (5 and 5.1). As an elective official the Mayor is subject to recall (179). A candidate for Mayor must be a citizen and a resident of San Francisco for at least 5 years immediately prior to taking office and an elector thereof for at least one year immediately prior (7).

The Mayor may not leave the State without permission of the B/S (6). He may designate a member of the B/S to act as Mayor in his absence; and in event of failure to do so, the B/S shall elect one of their number to act as Mayor. In event of a vacancy in the mayoral office, it shall be filled by the B/S for the unexpired portion of the term as provided in Section 25. (He need not necessarily be a member of the Board.)

The Mayor and Chief Administrative Officer may recommend to the B/S that a department be created or abolished (9). The Mayor's duties, powers and procedures for suspension and removal of elective officials, members of commissions and boards, or appointees of the Mayor are prescribed in detail in Section 11.

As an elective official and chief executive, the Mayor has all the powers and duties of a department head with respect to departments under his charge, as provided in Section 20. He also has the power of hearing, inquiry and subpoena as provided in Section 21; with restrictions provided in Section 22 concerning non-interference in administrative affairs. The Mayor may combine, transfer or redistribute functions or duties in bureaus or departments within his control.

The Mayor has important executive authority and influence in signing or vetoing ordinances or resolutions; compelling the B/S to reconsider rejected measures; having a seat and voice (but no vote) in their Board meetings; and delivering an annual message to the B/S in the first week of October, reporting and recommending on general conditions.

The Mayor is an ex officio member of the Board of Trustees of the California Palace of the Legion of Honor (50), M.H. de Young Memorial Museum (51) and the S.F. Law Library (57).

MAYOR (CHARTER SECTION 25 AND OTHER SECTIONS AS CITED):

The Mayor appoints a successor when elective officers are recalled or removed (184). He may hold the Chief Administrative Officer responsible for matters under his charge; recommend a bank as clearing house representative (84); receive reports from the City Planning concerning capital improvements (69.1) and reports of cost of public improvements when work is done by departments under the Mayor (95).

The Mayor shall require copies of minutes of meetings of boards and commissions and annual reports from departments. He approves the amount of bonds or surety for certain executive officers or employees and may suspend for insufficiency thereof (19).

Copies of financial reports required to be prepared by the Controller shall be sent to the Mayor, including special audits requested by the Mayor or annual audits of the Controller by C.P.A.'s as ordered by the B/S (65-66-68). The Mayor's functions and duties in connection with the preparation of annual budget estimates; capital improvement projects and Master Plan; adoption of the budget and appropriation ordinance; and annual salary ordinance are prescribed in Sections 69 thru 73.

The Mayor shall be responsible for enforcement of all municipal laws; review and submission of the annual executive budget; supervise administration of departments under the boards or commissions appointed by him; receive, examine and respond to complaints relating to City and County affairs; and enforce cooperation between all departments.

Each ex-Mayor residing in S.F. has a seat in the B/S, but no vote.

In an emergency, it shall be his duty to summon, organize and direct the forces of any City and County department in any needed service as discussed under the subject of Disaster Corps.

The various appointments which the Mayor is empowered to make pursuant to provisions of the Charter and/or the S.F. Administrative Code are detailed in the succeeding schedule.

CITY AND COUNTY OF SAN FRANCISCO
APPOINTMENTS BY MAYOR

Charter Section	Appointments by Mayor	Terms	Removal
25	Mayor's (3 Secretaries)	-	Mayor at pleasure
35	Police Commission (3)	4	Mayor at pleasure
36	Fire Commission (3)	4	Mayor at pleasure
39	Board of Permit Appeals (5)	4	Mayor at pleasure
40	Recreation-Park Commission (7)	4	Mayor for cause (see Sec.
43	Library Commission (7)	4	Mayor at pleasure
44	War Memorial-Board of Trustees (11) (confirmed by B/S)	6	Mayor & majority of B/S
45	Art Commission (10)	4	Mayor at pleasure (6 ex officios)
47	Harbor Commission (5) (if & when)	5	Mayor & 3/4ths of B/S
59	Chief Administrative Officer (1)	-	Mayor & 3/4ths of B/S; 2/3rds B/S-or Recall
61.1	Social Services Commission (5)	4	Mayor for cause
63	Controller (confirmed by B/S)		2/3rds of B/S or Recall
115	City Planning Commission (5)	4	Mayor at pleasure (2 ex officios)
120	Public Utilities Commission (5)	4	Mayor & 3/4ths of B/S; or Recall
134	Board of Education (7) (confirmed by Voters)	5	Mayor & 3/4ths of B/S; or Recall
140	Civil Service Commission (3)	6	Mayor & 3/4ths of B/S
159	Retirement Board (2)	5	Mayor at pleasure (total of 7 members)
172.1.1	Health Service Board (2)	5	Mayor at pleasure (total of 7 members)

S.F.

Adm.

Code No.

7.3	Disaster Corps (7)	-	Mayor at pleasure (7 ex officio members)
12.2	Housing Authority (5)	4	Mayor for cause
12A.4	Human Rights Commission (15)	4	Mayor at pleasure
16.3	Legislative Representatives: State	1	One year contract (B/S appropriation)
	Federal	1	One year contract (B/S appropriation)
17.2	Parking Authority (5)	4	Mayor at pleasure
24.1	Redevelopment Agency (5) (confirmed by B/S)	6	Mayor & B/S

Section 11-Suspension and Removal

"Any elective officer, and any member of the Civil Service Commission or Public Utilities Commission or school board may be suspended by the Mayor and removed by the Board of Supervisors for official misconduct...."

"...Any appointee of the Mayor, exclusive of Civil Service, Recreation and Park, and Public Utilities Commissioners, and members of the school board may be removed by the Mayor...."

CITY ATTORNEY (CHARTER SECTION 26):

The City Attorney's duties are authorized under the Charter rather than by State law. He is the legal representative and advisor of all City and County departments. He represents the City and County in all legal actions. The City Attorney is an ex-officio member of the Employees' Retirement System (159) and Health Service Board (172.1.1). He prepares general statements to be placed on election ballots (184).

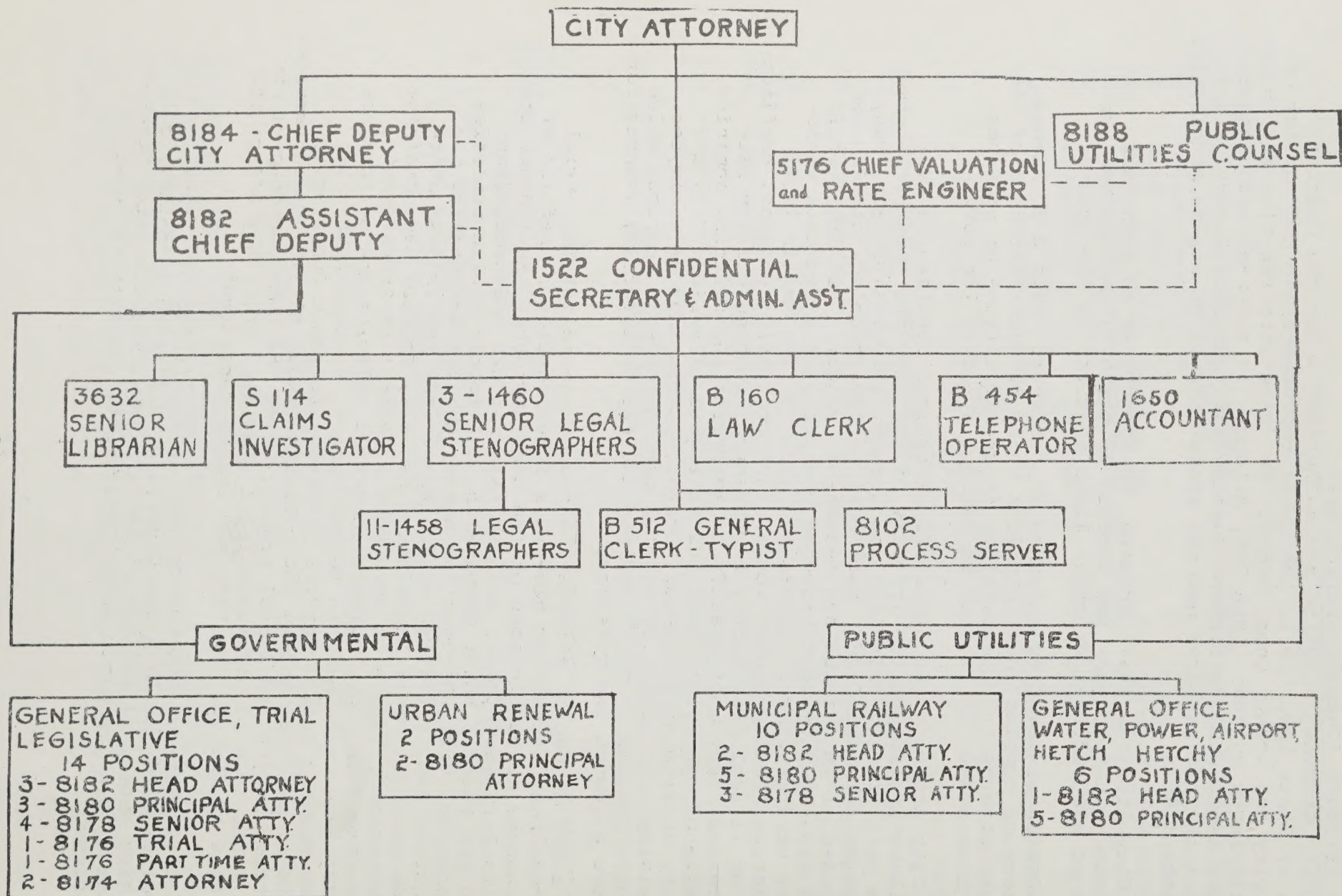
The City Attorney shall prepare, or approve as to form, all ordinances before they are enacted by the B/S; and approve the form of all official or other bonds required by the Charter.

The Office of the City Attorney is confronted with a challenging variety of complex legal problems which require that some of his deputy attorneys be specialists in specific types of problems and that others be learned in various areas of the law.

The City Attorney and his staff of trained deputies is ever vigilant to protect the Treasury of the City and County. There is a multitude of frivolous and unreasonable claims, also many of which are justified. Each must be investigated, studied and disposed of in a legal and reasonable manner. His legal staff must study and correct proposed contracts or agreements whereunder vendors or contractors may seek to take unfair legal advantage; weak proposed legislation containing unsound, conflicting or illegal provisions; unwarranted proposed utility rate increases; they must clarify or interpret the official administrative or operating functions or rights of various City and County departments, bureaus, boards, commissions or employees by giving oral advice or written City Attorney's Opinions which require studies in depth and are thereafter carefully indexed for future guidance and reference.

The staff of deputy attorneys includes specialist in: trial proceedings; witness or pre-trial interrogations; drafting of ordinances or resolutions of the B/S; Employees' Retirement and Health Service matters; utility rate matters and proceedings with the Federal Power Commission, California Public Utilities Commission, Civil Aeronautics Board; Charter amendments; San Francisco Administrative or Municipal Code provisions; State Codes and California Legislative Matters; Federal Law; drafting of contracts, leases or agreements; Federal or State grants, subventions or aid programs; insurance policies and performance bonds; laws pertaining to Redevelopment, Housing Authority; Human Rights, Social Service programs; Economic Opportunity Council; personal injury and property damage claims; Civil Service Matters; budget and fiscal procedures of the City and County; and any other type of unforeseen legal questions which may affect the affairs of the various City and County departments.

The City Attorney assigns counsel to the Public Utilities Commission of the City and County, specializing in matters concerning Municipal Railway claims and lawsuits, the Hetch Hetchy Project, San Francisco Water Department, and Airport legal problems.



ASSESSOR'S OFFICE (CHARTER SECTION 28):

The Assessor is a County Officer whose powers are derived from State laws. He has the duty to appraise and place an equitable value on all property subject to taxation, fairly and uniformly, based upon scientific or equitable systems of valuation. There are two general categories of property subject to taxation by the Assessor:

- 1-Real Estate and Improvements, including land and buildings thereon.
- 2-Personal Property, generally movable and attached to the land, and tangible and intangible.

A dissatisfied property owner may appeal the Assessor's valuation to the County Tax Appeals Board of 3 members charged with the duty of equalizing the valuation of the taxable property. The County Tax Appeals Board was created pursuant to the State Constitution, by the Board of Supervisors, at its option, by Ordinance No. 37-67, and codified as Sections 2B.1 thru 2B.7 of the San Francisco Administrative Code. Charter Section No. 9 and Sections 2.19 thru 2.21.2 of the Administrative Code authorizes the Board of Supervisors to exercise its power and describes the procedures to apply if it were to sit as the City and County Board of Equalization.

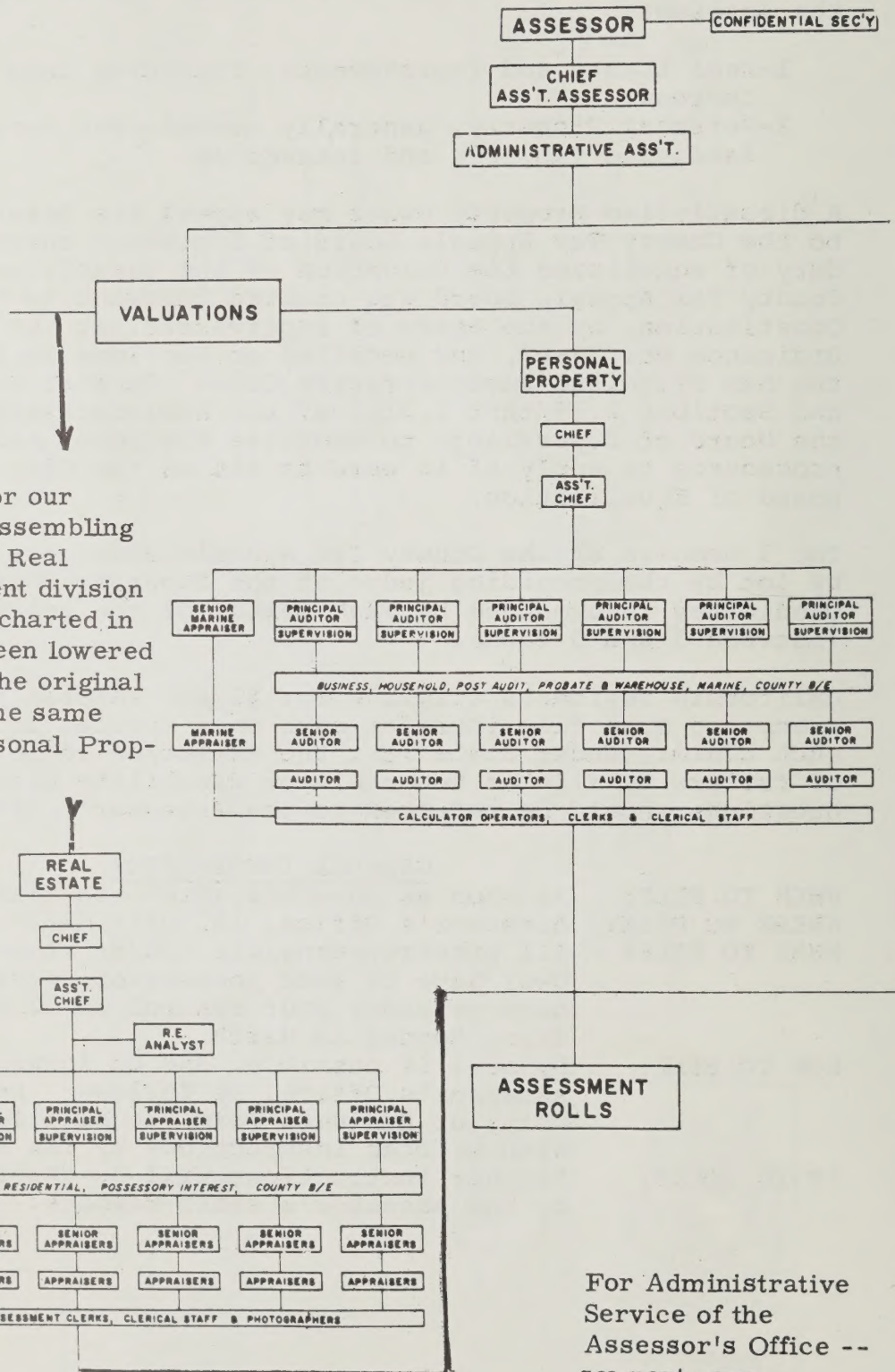
The 3 members of the County Tax Appeals Board are to be selected by lot by the presiding judge of the Superior Court from candidates recommended by each member of the Board of Supervisors (between 3 and 5 each).

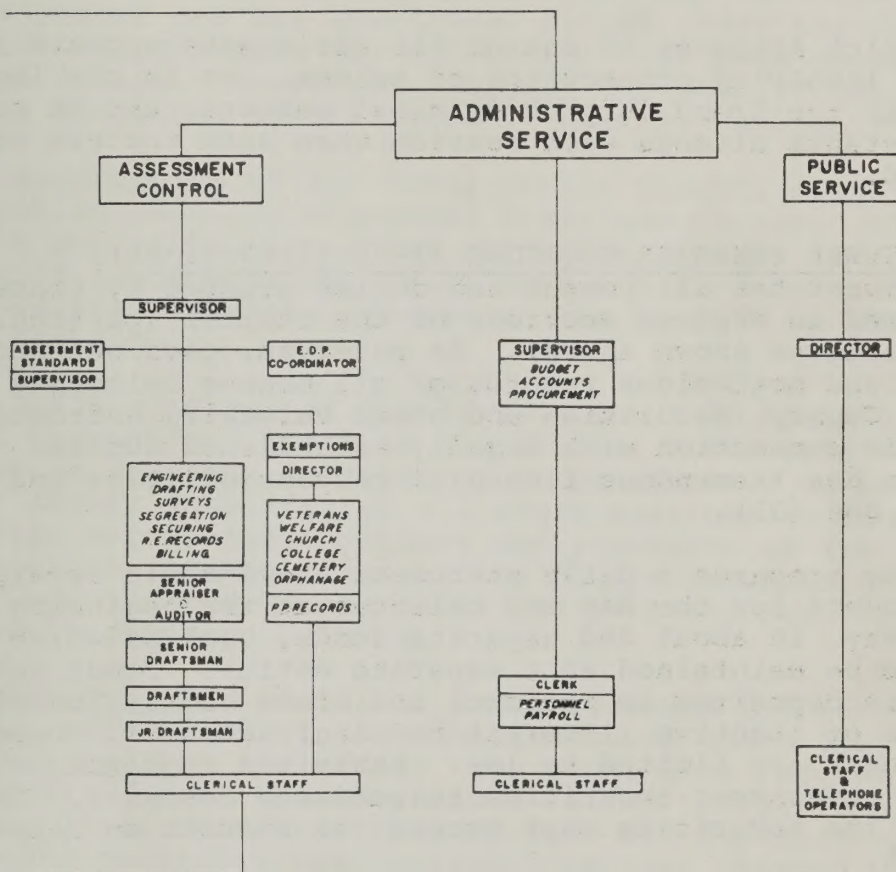
California residents eligible for \$1,000 veteran property tax exemption must file therefor each on a special form provided for such claim. Under State law, the exemption is forfeited in event of failure to file an honorable or disability discharge. Any questions should be referred to the Assessor's Office.

GENERAL INFORMATION

WHEN TO FILE:	As soon as possible after the first Monday in March
WHERE TO FILE:	Assessor's Office, 101 City Hall
WHAT TO FILE:	All property-tangible and/or intangible that you own; have in your possession; standing in your name or under your control at 12:00, Noon, on the first Monday in March.
HOW TO FILE:	By mail if possible, and on forms supplied by the Assessor's Office, as follows: Household Statement Only; or Business Form (to be filed in accordance with written instructions by the Assessor).
IF IN DOUBT:	Further instructions will be cheerfully supplied by the Assessor's staff members.

ORGANIZATION CHART - ASSESSOR'S OFFICE





DISTRICT ATTORNEY (CHARTER SECTION 29):

The District Attorney is a County officer, and the sole prosecuting official for the City and County of San Francisco relative to those accused of violating State or local laws, whether they be misdemeanors or felonies. Many of these matters result in jury trials. He also prepares criminal complaints and issues warrants of arrest upon the presentation of sufficient evidence.

The assistant district attorneys are appointed by him. The size of his staff depends upon the approval of the executive, legislative and administrative branches of the City and County government as determined by community needs.

The District Attorney or one of his assistants appears in court in cases involving prosecution of crimes. He is the legal adviser to the Grand Jury on criminal matters, and he or one of his assistants attends each session when such matters are to be presented.

THE TREASURER (CHARTER SECTIONS 31-66-82-83-84-85):

The Treasurer has all powers and duties granted by State law plus those fixed in various sections of the Charter (particularly those in the sections shown above). He receives, pays out and keeps complete and meticulous records of all moneys belonging to the City and County, securities and other valuables entrusted to his custody in connection with legally established duties. The Treasurer has tremendous financial responsibilities and is bonded for \$200,000 (31).

His office prepares a daily statement showing his receipts and disbursements for the day and balances at the beginning and end of that day, in about 200 separate funds, each of which is required by law to be maintained as a separate entity. Funds not immediately needed are deposited in National and State banks, judiciously in active or inactive (interest bearing) accounts. Deposits in any one bank are limited by law. Banks are required to deposit approved government securities to guaranty deposits. The market value of the securities must exceed the amounts on deposit by at least 10%.

The Controller audits the accounts of the Treasurer each month (66). Copies of the reports are routinely submitted to the Grand Jury and B/S.

The Treasurer's Office is one of the few self-supporting City and County departments. The interest earned on inactive deposits exceeds by many times the total operating expenses of the Treasurer's Office. The Treasurer also is custodian of the securities owned by the Employees Retirement System (in excess of \$300,000,000); and represents the State Controller with respect to the collection of Inheritance Taxes and a representative of his office must be present each time a safe deposit box of a deceased person is opened within San Francisco. A limitation of \$50,000 is received by the Treasurer as a City and County fee from the State Controller, from inheritance tax services performed by his office.

The Treasurer also holds that position for the San Francisco Unified School District, Redevelopment Agency, Hunters Point Reclamation District and the Economic Opportunity Council of San Francisco, Inc.

SHERIFF (CHARTER SECTION 32):

The Sheriff is a County Officer under State law with law enforcement powers and has additional duties under the Charter. In San Francisco, criminal law-enforcement has been delegated to the Chief of Police. Under our Charter, the Sheriff retains only the judicial functions of his office. Charter Section 35.7 reads:

"In the suppression of any riot, public tumult, disturbance of the public peace or organized resistance against the laws or public authority, the chief of police, in the lawful exercise of his functions, shall have all the powers that are now or that may be conferred on the Sheriff by the laws of this State."

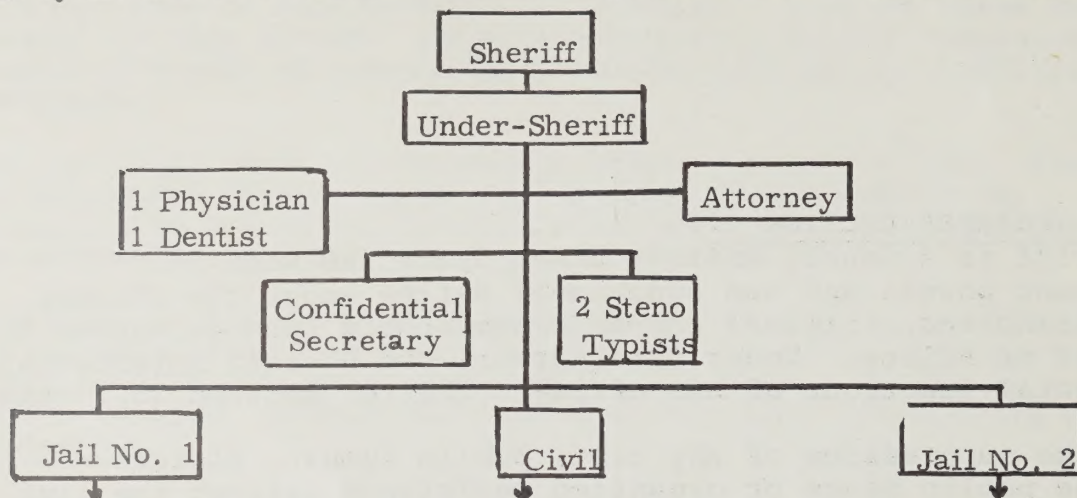
The Sheriff is the keeper of County Jail No. 1 in the Hall of Justice and County Jail No. 2 in San Bruno. Women prisoners are incarcerated in separate sections of those places. He provides bailiffs or deputy sheriffs for all court sessions as required; and his office serves legal notices and processes of the courts. He is responsible for the transporting of prisoners to and from courts; between the two County Jails and to State penitentiaries or other institutions as ordered.

In accordance with the provisions and procedures set forth in Sections 13.1 thru 13.49 of the Administrative Code, the Sheriff has additional duties, including: the keeping of Federal prisoners; control over the operations in the Sheriff's Stores, in the County Jails; and from time to time his deputies must travel to other jurisdictions to return persons charged with crime.

The Sheriff has the responsibility of keeping a daily average of more than 900 male and female prisoners. He has the duty of maintaining custody of monies and other properties belonging to prisoners. The Sheriff also collects large sums of monies as the result of attachments, liens, restitutions, etc.; maintaining such funds in trust; and disbursing to those legally entitled to receive same.

SHERIFF

Editor's Note: This is a condensation of a large chart courteously made available to us by the Sheriff's Office -- but too large for complete presentation here :



This is the general set-up of the Criminal Department of the Office in the Hall of Justice. It is in charge of a Chief Deputy; under him there is a Captain who is in charge, in turn, of four Lieutenants. One of these supervises the Women's Jail. One of the Lieutenant supervises 8 deputies (12 to 8 watch); one supervises a couple of sergeants, a senior seputy, and 12 deputies (8 to 4 watch) The Captain also supervises on the day watch another sergeant a chauffeur and 2 chefs. The 4 to 12 watch Lieutenant has 8 deputies helping him. In this section of the Sheriff's office, there are also 19 senior deputies who act as bailiffs in the courts.

In the Civil Department of the Sheriff's Office, there a Chief Deputy who has an assistant. These supervise 11 employees in the civil office: law clerks, assistant law clerks, legal process clerks, typists, stenographers and a general clerk. They also supervise a Lieutenant, 11 senior deputies, and 4 keepers.

There are two groups in the civil area who are responsible directly to the Sheriff and his Under-Sheriff; one is composed of the accountants, cashiers, and a storekeeper.

The other group is composed of the deputies and chauffeur in the Detention Hospital and the 25 bailiffs in the City Hall courts.

This, like Jail Number 1 in the Hall of Justice, has a large number of Deputies for, again, there are three watches. This is in San Bruno. There are again a Chief Deputy, a Captain and under them a Lieutenant and 8 deputies for the Women's Jail; a Lieutenant and 4 deputies and an Engineer for the 12-8 watch; a Lieutenant and 18 deputies for the 8 to 4 watch; and a Lieutenant and 4 deputies and an engineer for the 4 to 12 watch.

Responsible directly to the Captain, there are also a group of 2 sergeants, a chauffeur, a chef, and a group consisting of the groundsmen, engineers and farmers.

PUBLIC DEFENDER (CHARTER SECTIONS 33-34-35):

The Public Defender is a City and County officer whose general powers are established by State law and in the above sections of the Charter. His worthy legal opponent, the District Attorney, is conveniently located in the same building (Hall of Justice). The assistant attorneys in the offices of the Public Defender, District Attorney and City Attorney are all appointed by those officers and serve at their pleasure. The number of assistant attorneys furnished to those offices depends upon the amounts approved for such employments in the annual budgets and appropriations.

In representing defendants, the Public Defender's prime duty and responsibility is to see that each defendant is granted a fair and impartial trial; that all of his rights are preserved; that the innocent are not found guilty; that every possible defense is presented; that investigation is made to ascertain if any mitigating circumstances exist; and, generally, to see that each defendant receives every protection of the law to which he is justly entitled, under our Federal and State constitutions. The Public Defender's duty is not to secure acquittals or dismissals of the guilty; to expedite trials and oppose unnecessary delays; to exercise extreme care and caution to be certain that none but those eligible for legal service are represented; and to handle applications for persons who seek a pardon and restoration of civil rights by filing certificates of rehabilitation when released from the State prison, as set forth in Section 4852.01 to 4852.2 of the Penal Code.

In jurisdictions where there is no Public Defender, it is the practice of the Courts to appoint an attorney to help the defendant who cannot pay for an attorney. The judge thereafter will order that the defendant's appointed attorney be paid from the public treasury. In San Francisco, the Court may appoint another defense attorney to act in event that there may be a conflict in interest.

POLICE DEPARTMENT (CHARTER SECTIONS 35 THRU 35.13):

The Mayor appoints the three members of the Police Commission. The Commission appoints the Chief of Police, a Secretary and a Police Surgeon. The Chief has the power to appoint certain police members to different classifications without competitive examinations as detailed in Charter Sections 35.3 and 35.4. The Chief has the authority to shift uniformed members from one district station to another. The Chief has the powers of Sheriff (35.7)

POLICE DEPARTMENT (CHARTER SECTIONS 35 THRU 35.13):

In San Francisco, all the law-enforcement powers and duties usually conferred to a Sheriff have been delegated to the Chief of Police (refer to narrative under Sheriff). Charter Section 35.5 includes the following provision:

"The police force of the City and County shall not exceed one police officer for each five hundred inhabitants thereof."

The Police Department has the function of traffic regulation and direction, including the location and use of traffic signals and traffic control devices (35).

In accordance with Charter Section 24, police may examine books and premises of pawnbrokers, peddlers, junk, second-hand dealers, auctioneers, and other businesses designated by the B/S. Applicants for many types of licenses are required to first clear through the Police Department for related inspections and permits. Further details in this connection may be found in the San Francisco Municipal Code (III) relating to licenses and permits. The general contents of the Municipal Code are shown in a separate section within this publication.

Particulars relating to "Working Conditions"; "Surveys for Salaries"; and "Two-Wheel Motorcycle" officers are to be found in Charter Sections 35.5 1/2, 35.5.1 and 35.5.2.

The Chief of Police is furnished with a "Police Contingent Fund" and a "Police Narcotic Fund," through budgeted appropriations for purposes specified in Charter Sections 35.8 and 35.8.1.

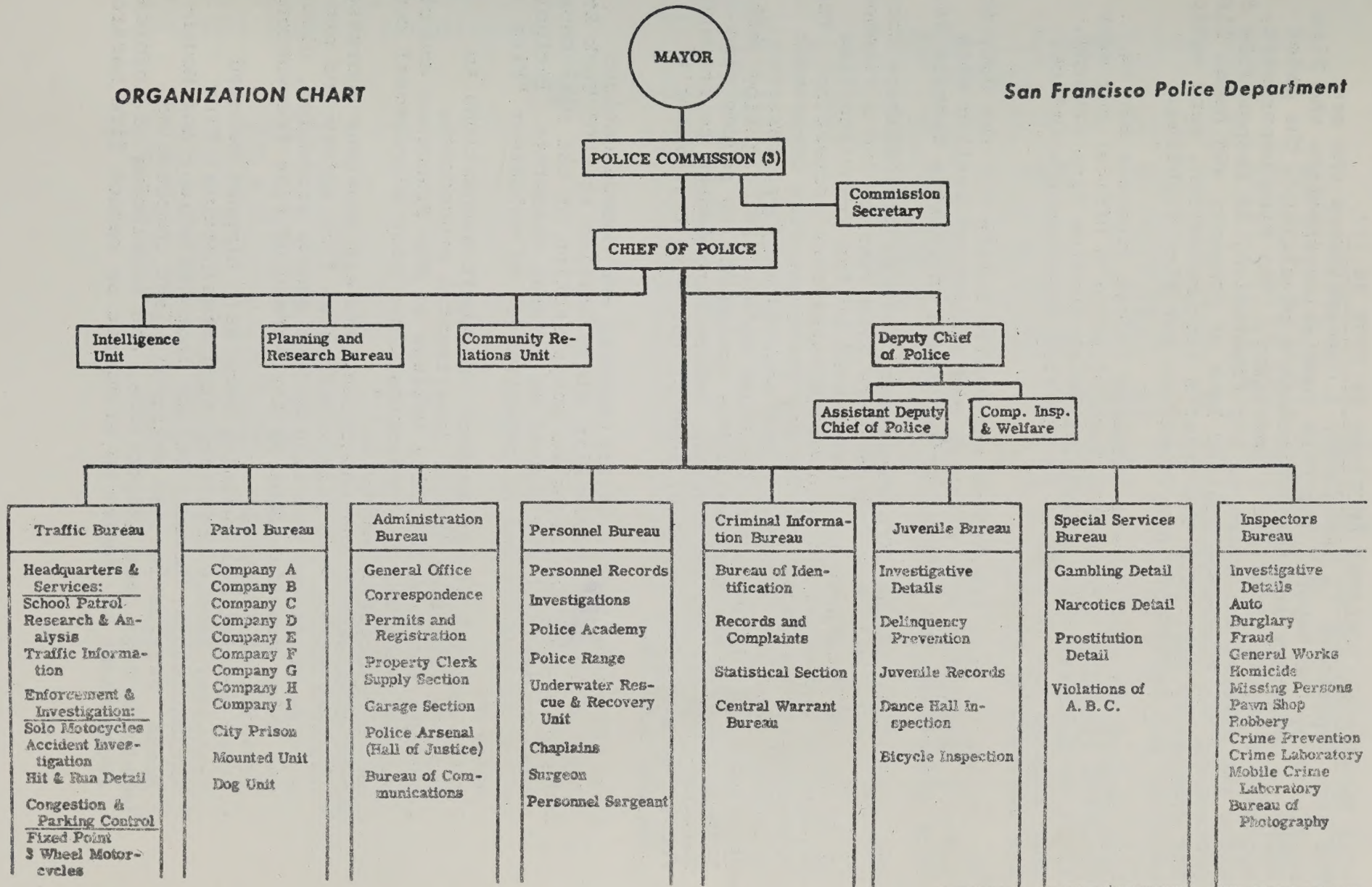
Authority relating to: appointments of "Special Police Officers" and "Patrol Special Officers" are governed under Charter Sections 35.9 and 35.10. Pursuant to Section 35.11 the Chief may recommend members for heroic or meritorious conduct and a reward to be approved by the Police Commission. The Chief has power to regulate the care, restitution or possibly sale by public auction of unclaimed property in their possession, in accordance with conditions specified in Section 35.12 of the Charter.

The Police Commission is authorized to contract with the State to participate in their Telpak Circuit System; and with Alameda County for the Police Network System (Sections 13.50 and 13.51 of the S.F. Admin. Code).

The TELEPHONE book under "San Francisco City and County" shows the District Police stations by names, addresses and telephone numbers (under "Police"). The following other City and County Departments, closely related with the Police Department, are conveniently located within the Hall of Justice: Adult Probation; Civil Defense; Coroner's Office; Disaster Corps; District Attorney; Public Defender and Sheriff.

ORGANIZATION CHART

San Francisco Police Department



FIRE DEPARTMENT (CHARTER SECTIONS 36' THRU 38.3):

The Fire Department is managed by 3 Commissioners who are appointed by the Mayor. The Fire Commission appoints the Fire Chief, a Secretary and the Department's physician. The Chief appoints a Deputy Chief and a Secretary. The Fire Department, under the general direction of its Commission, is responsible for protecting San Francisco against loss of property and human life. The Commission may, with the Chief's recommendation, send equipment and men outside of San Francisco for fire fighting.

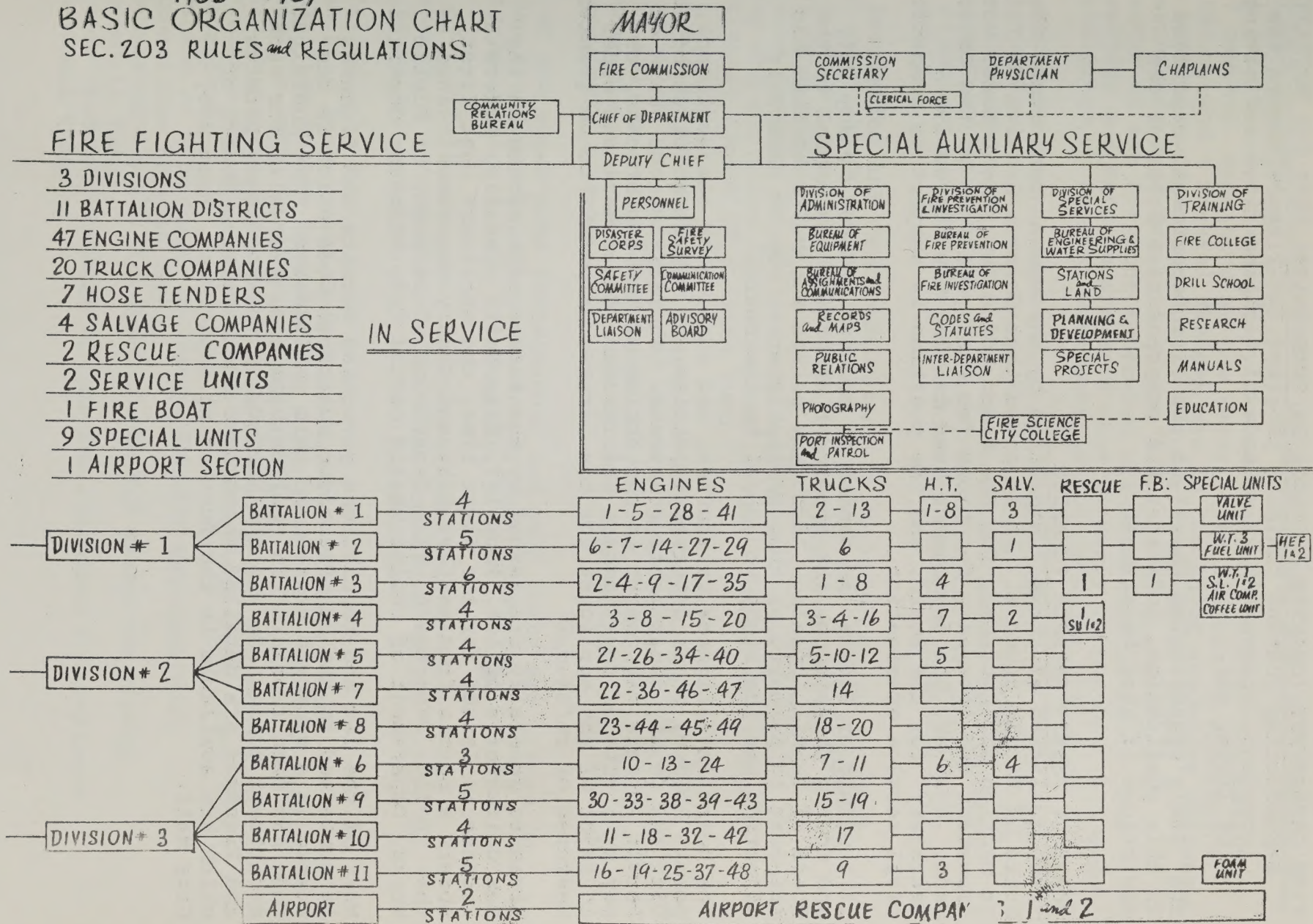
Fire Department permits are required before licenses may be obtained (usually through the Tax Collector's Office) for many types of businesses or activities which involve fire hazards. Such permits are obtainable in the Fire Department's Office, 264 Golden Gate Avenue.

The Bureau of Fire Prevention and Public Safety has the duty to enforce compliance with statutes and ordinances dealing with fire protection and safety, as explained in Charter Section 38.

The operations of the Fire Department include the "Salvage Corps" in cooperation with the Underwriters Fire Patrol; and a Fireboat owned by the Port Authority but manned by San Francisco Fire Department personnel which provides waterfront protection. The 1965-1966 Annual Report of the San Francisco Fire Department indicates that the Department has adopted many progressive programs, and is ever alert to adopt modern fire fighting techniques, acquire the best available equipment; to reduce fire hazards; improve its procedures; reduce fire damage to property and to save lives. Briefly, some of the Fire Department's programs include:

- 1-An efficient Bureau of Assignments and Communications located in the Central Fire Alarm Station at 1003 Turk Street.
- 2-Operations of the Disaster Corps Section of the Fire Department in event of war caused or natural disasters, including Plant Protection and an organization of volunteer "Fire Reserves."
- 3-Encouragement of its members to submit suggestions to improve fire fighting or departmental procedures.
- 4-Cooperation with the City College of San Francisco and other various agencies in sponsoring a two year educational course in "Fire Science Technology."
- 5-Public Relations and Education, wherein numerous addresses, demonstrations, and film showings on fire safety and prevention practices are made before school assemblies, clubs, and other organizations by the Bureau of Fire Prevention, Division of Training.
- 6-Other specialized training such as: Airport Related Training; Rescue Breathing Apparatus; Special Fire Extinguishers; Recruit Police Indoctrination; and Mouth-to-Mouth Insufflation and External Heart Compression.
- 7-Neighborhood home inspections, and submitting of informal suggestions to owners to eliminate or reduce fire hazards.

1966 - 1967
BASIC ORGANIZATION CHART
SEC. 203 RULES and REGULATIONS



FIRE DEPARTMENT (CHARTER SECTIONS 36 THRU 38.3):

8-Conducting routine training programs for firemen toward the constant improvement of methods of fighting fires and saving of lives, etc.

The "Basic Organization Chart" of the Fire Department, reprinted in this publication, indicates the comprehensive scope of the operations of that Department.

BOARD OF PERMIT APPEALS (CHARTER 39):

"Five qualified electors," appointed by the Mayor, constitute the Board of Permit Appeals. It is noted that Charter Section 39 fails to mention any Secretary for the Board and a department head, both important and necessary functions for the operations of the Department. However, the department head is also the "Executive Secretary" for the Board, and the position is subject to competitive civil service examination.

If a permit or license is denied or ordered revoked by any City and County department, the applicant or holder may appeal to the Board of Permit Appeals. Also, any person who believes that his interest in property or that public interest may be adversely affected, has the right to appeal to the Board.

The Board investigates or studies, and shall hear the applicant, permit holder, other interested parties and representatives of any City and County departments concerned. Thereafter, the Board of Permit Appeals may concur in the action of the departments, or may by a vote of four members overrule the department and order in favor of the applicant for the license or permit to be granted, restored or refused.

Licenses generally are issued by the Bureau of Licenses in the Tax Collector's Office, Room 107, City Hall. Usually, before a license is issued for the first time, the applicant must first obtain a permit from another City and County department, such as the: Police Department, Fire Department, Department of Public Works, Department of Public Health or the City Planning Commission.

Most of the law and regulations governing Permits and Licenses is contained in the San Francisco Municipal Code which is discussed in a separate section of this publication. The Municipal Code has been reprinted in smaller booklets, generally for each department concerned; and the variety of the necessary permits and licenses are detailed throughout the booklets, copies of which are available in the Purchasing Department, Room 270, City Hall.

RECREATION AND PARK DEPARTMENT (McLAREN LODGE, G.G. PARK)
(CHARTER SECTIONS 40 THRU 42.4):

That department is managed by the Recreation and Park Commission of 7 members, appointed by the Mayor. The Commission appoints a Secretary and a General Manager who is the chief executive officer. The General Manager appoints: a Superintendent of Parks; a Superintendent of Recreation; the Director of the Zoo and a Director of the Strybing Arboretum and Botanical Gardens. The Recreation and Park Departments were formerly independent but were consolidated by Charter amendment in the November 1949 election.

The parks and recreational facilities of San Francisco have won world-wide acclaim, and are a favorite tourist attraction. The Recreation and Park Commission is dedicated to the task of maintaining facilities of the highest standards for the people of San Francisco and for the attraction of visitors from all over the World.

The Recreation and Park Commission has jurisdiction of a grand total of 5,281.30 acres, of which 3,574.49 are in San Francisco and 1,706.61 are located outside of San Francisco. The 1,706.61 outside acres consist of 492.09, being Camp Mather in Tuolumne County; 454.72 is Sharp Park Golf Course in San Mateo County and the other 760 acres are in Kern, Fresno and Monterey Counties as assets of a trust fund.

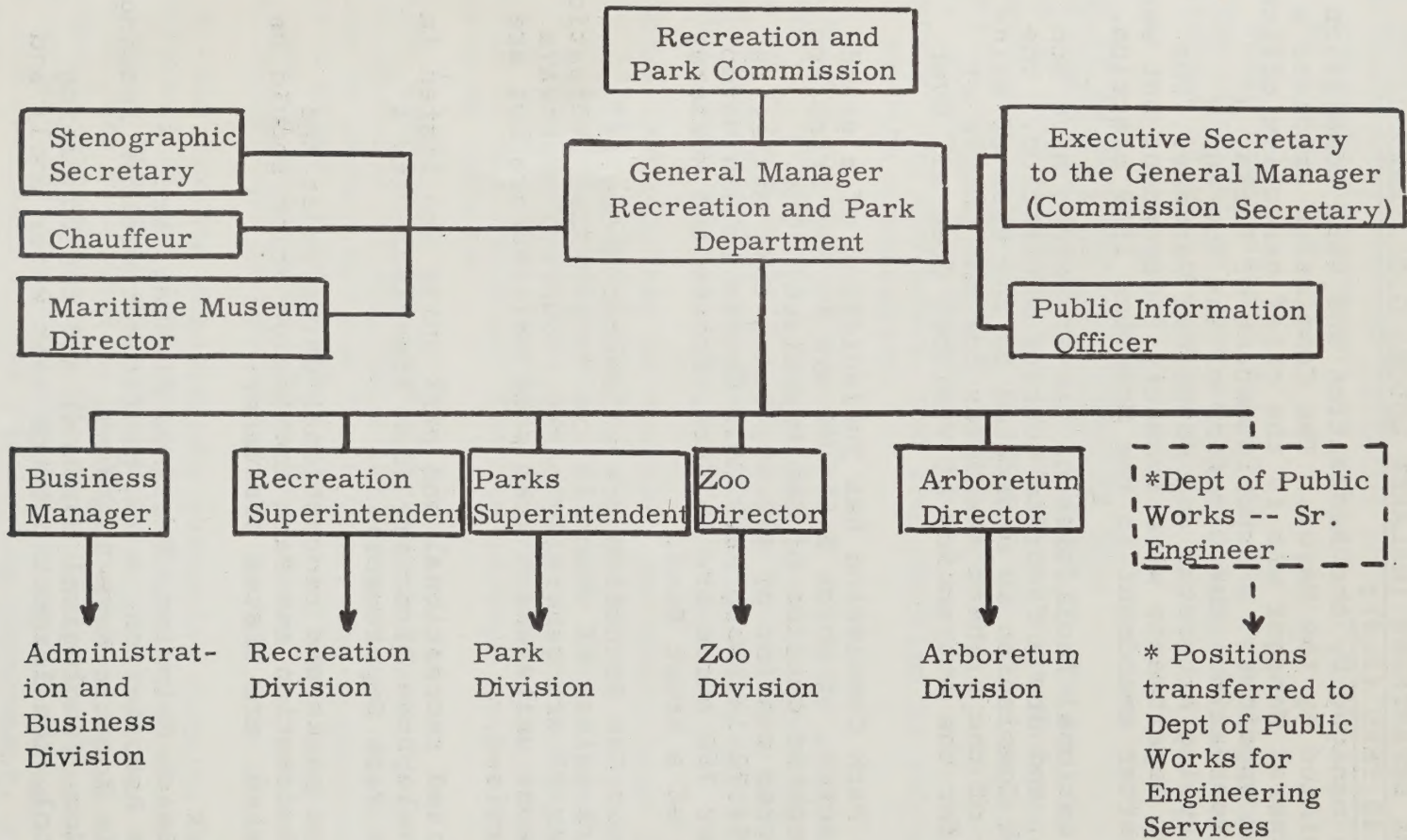
The 3,574.49 acres in San Francisco are allocated among 147 recreational or park units, of which 89 are "Supervised Recreation Areas" and the other 58 are generally parks, squares, greenways or other miscellaneous units which need some maintenance but are not regularly supervised.

Most of the supervised recreational and park units are listed in the San Francisco Telephone Directory (San Francisco City & County-Recreation & Park Department).

Some of the fabulous parks and recreational units under the management of the Recreation and Park Commission which should be seen to be appreciated, are listed hereunder:

1. Golden Gate Park
2. Aquatic Park--Beach Swimming, Boating, Fishing, etc. - Maritime Museum Association, a non profit corporation leasing certain areas in Aquatic Park Building.
3. San Francisco Zoo, (Zoological Gardens) and the adjoining Fleishhacker Pool, the largest outdoor salt water pool; and Storyland.
4. Palace of Fine Arts, of Panama Pacific International Exposition of 1915 fame.
5. Candlestick Park, the home of the San Francisco Giants Baseball Team.
6. Kezar Stadium, the home of the San Francisco Forty-Niners Football team.

RECREATION AND PARK DEPARTMENT ORGANIZATION CHART



RECREATION AND PARK DEPARTMENT (McLAREN LODGE, G.G. PARK)
(CHARTER SECTIONS 40 THRU 42.4):

7. Yacht Harbor, Lake Merced (boating and fishing).
8. Strybing Arboretum & Botanical Gardens (Golden Gate Park).
9. Tennis Courts, a grand total of 137, including 21 in Golden Gate Park, the cradle of several World's Champions.
10. Coit Tower, a favorite tourist attraction.
11. Bay and Ocean Beaches: Aquatic Park, Phelan Recreation Beach and El Camino del Mar.
12. Municipal Golf Courses: Sharp Park, Harding Park, Lincoln Park, McLaren Park and Golden Gate Park. (For Golf Reservations, phone McLaren Lodge for information.)
13. Lake Merced, Skyline and Harding Blvds., Fishing and Boating.
14. Many other Recreational and Park Units which are not listed only for lack of space.

LIBRARY DEPARTMENT (CHARTER SECTION 43):

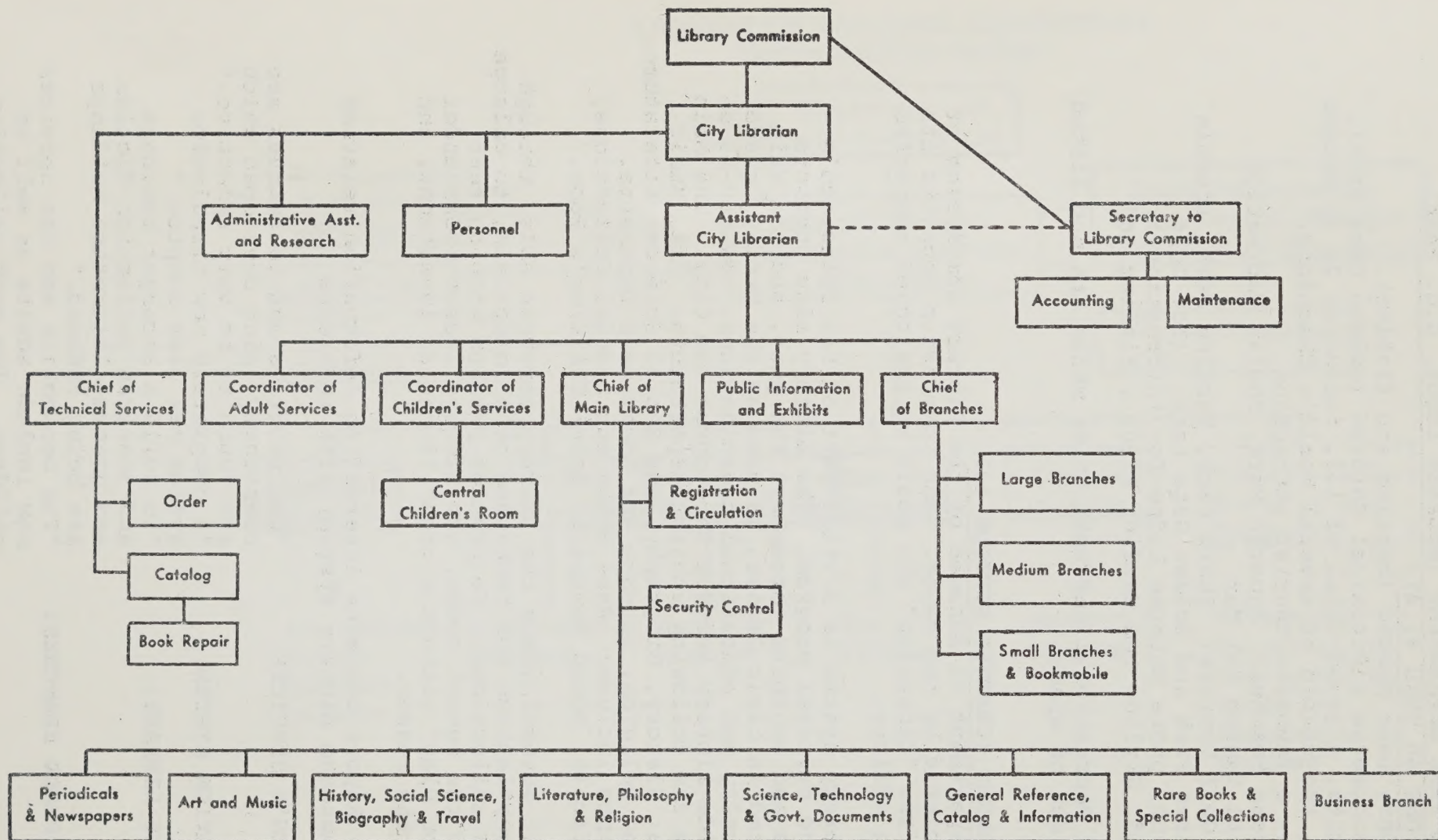
The Library Department is managed by the Library Commission of 7 members appointed by the Mayor. The Commission appoints its Secretary and the "Librarian" who shall be the chief executive and appointing officer.

The Public Library system is a vital part of San Francisco's educational and cultural program. The Library also sponsors special events and exhibits throughout the year, and the Main Library, located in Civic Center, is used as the meeting place for many community and educational organizations. Twenty-seven branches provide library service throughout the City. The Main Library houses the following subject departments: Art, Music, and Recreation; History, Biography, and Social Science; Literature, Philosophy, and Religion; Science and Government Documents. Other departments include: Rare Books and Special Collections; General Periodicals; Bound Newspaper Room; Children's Room.

During the past several years the Library has been able, through increased appropriations for books and other materials, to enlarge and enrich its collections. To provide patrons with current literature and the newest books, the Library leases books under the "McNaughton Plan" without a great financial investment, and at no cost to the reader.

The Grand Jury Report contains interesting information relating to the San Francisco Library system, with reference to:

- | | |
|---------------------------|---|
| 1. CHILDREN'S SERVICES: | "New programs and techniques are constantly being developed which are found to be very effective." |
| 2. CIRCULATION SYSTEM: | "A completely new circulation system has been adopted." |
| 3. BUSINESS LIBRARY: | "To build a stronger business and research collection fiction and general literature holdings are being reduced." |
| 4. NEIGHBORHOOD BRANCHES: | "The bookmobile and its services now include adults as well as children. The book collection has been increased together with many new neighborhood stops." |



WAR MEMORIAL (CHARTER SECTION 44):

During November 1920, a city-wide drive to raise funds to construct a War Memorial in San Francisco resulted in a total subscription of about \$2,012,000. The Regents of the University of California were designated as Trustees for the subscribers. On August 19, 1921, the members of a Board of Trustees of the War Memorial were designated. Thereafter, the City in conjunction with the Board of Trustees acquired the parcels of land necessary for the proposed project. To complete the project a bond issue of \$4,000,000 was presented to and approved by the Electorate on June 14, 1927. It provided for construction of a Memorial Hall for war veterans, and for educational, recreational, entertainment and other municipal purposes in or adjacent to the Civic Center of San Francisco.

The War Memorial is managed by 11 Trustees appointed by the Mayor, subject to confirmation by the B/S. The Trustees appoint a Secretary and a Managing Director.

The War Memorial complex faces the City Hall on Van Ness Avenue. It consists of the Opera House, the Veterans Building and the Court of Honor in between (a park area). The Opera House is frequently the scene of symphony concerts, operatic performances, ballets, classical musical concerts and other cultural events, including those sponsored by the San Francisco Art Commission.

Tenants who maintain offices in the Opera House Building are: San Francisco Opera Association, San Francisco Symphony Association and the San Francisco Opera Guild. The Veterans Building contains the offices of the War Memorial Trustees and employees; the art galleries of the San Francisco Museum of Art on the fourth floor; and the offices, meeting rooms, club rooms and an auditorium to serve about 180 organizations of veterans' groups.

Rules and regulations governing the procedures to be followed by the War Memorial, as approved by the B/S, are contained in Chapter 27 and in Sections 10.100 thru 10.103 of the San Francisco Administrative Code.

SAN FRANCISCO MUSEUM OF ART (WAR MEMORIAL COMPLEX)

(CHARTER SECTION 44):

The S.F. Museum of Art was organized as a non-profit corporation in 1921, as a branch of the San Francisco Art Association which had pioneered in art when it was founded in 1872. In 1921, the S.F. Museum of Art commenced its activities in the Palace of Fine Arts in the Marina. Activities were suspended for several years when the Palace of Fine Arts became unsuitable and while awaiting completion of the construction of the War Memorial. In 1935, the S.F. Museum of Art moved into its present Civic Center location on the fourth floor of the Veterans' Building of the War Memorial complex.

The S.F. Museum of Art is governed and managed by a Board of Trustees, in cooperation with two auxiliary boards: The Women's Board and the Membership Activities Board. The Art Museum is supported mainly by annual membership dues and private contributions from many members and public spirited citizens. The City and County of San Francisco provides free rent and the B/S approve expenditure appropriations in the annual budgets, as a part of the War Memorial Fund. The museum's tenancy in a city-owned building is by virtue of a large contribution made toward the construction of the War Memorial by museum supporters and because no admission is charged to the general public, except for special exhibitions.

The purpose of the Art Museum is to maintain a fine arts museum and art gallery for its members and the general public to view exhibitions of pictures, paintings, statuary, and other related works of art. It encourages all types of local artistic productions; purchases permanent collections of painting and sculpture of outstanding equality and assist in organizing exhibitions of Bay Area art to be shown elsewhere.

ART COMMISSION (CHARTER SECTIONS 45 AND 46):

As detailed in Charter Section 46, the Art Commission has extensive powers and duties. The Commission is composed of 10 appointees by the Mayor, plus 6 designated ex officio members. They serve without compensation and usually meet monthly.

In accordance with the Charter: "No work of art shall be contracted for or placed on property of the City and County unless ...first...approved by the Art Commission. "Work of Art" shall comprise...paintings, mural decorations, stained glass, statues, bas reliefs or other sculptures; monuments, fountains, arches or other structures of a permanent or temporary character intended for ornament or commemoration...buildings, bridges, viaducts, elevated ways, approaches, gate fences, lamps or other structures erected or to be erected...."

The Commission may volunteer advice or suggestion to the owners of private property in relation to the beautification of the same...for which no charge shall be made....

"The Commission shall supervise and control the expenditure of all appropriations...for music and the advancement of art." Such supervision includes: concerts of the Municipal Band; San Francisco Symphony, choral recitals, ballet performances; public art and handicraft exhibits; "Pop" concerts; and etc., as may be provided in annual budgets.

Additional responsibility has been entrusted to the Art Commission by Section 3.13 of the San Francisco Administrative Code which provides for proposed bond issues to add an extra 2% to cover adornments of public buildings.

HARBOR COMMISSION (CHARTER SECTIONS 47-48-48.1):

The Harbor facilities in San Francisco are managed by a Board of State Harbor Commissioners appointed by the Governor. The port of San Francisco is currently operated by the State of California. Charter Sections 47, 48 and 48.1 provide the applicable procedure in event the State surrenders its jurisdiction over the harbor to the City and County of San Francisco.

CALIFORNIA PALACE OF THE LEGION OF HONOR (CHARTER SECTION 50):

The California Palace of the Legion of Honor was presented to the City of San Francisco in 1924 by Mr. and Mrs. Adolph B. Spreckels as a museum of fine arts dedicated to the memory of California men who gave their lives in the First World War. The building is situated on a hilltop overlooking Lincoln Park Golf Course. Architecturally, it is based upon the Palais de la Legion d'Honneur in Paris, formerly the Hotel de Salm, designed by Pierre Rousseau in 1786 and ever since the year 1804 the headquarters of the Order of the Legion of Honor which Napoleon had created a few years earlier. The style of architecture is French Renaissance of the period of Louis XVI.

The California Palace of the Legion of Honor is managed by a Board of 17 Trustees. The Mayor and the President of the Recreation and Park Commission are ex officio members of the Board. Vacancies on the Board are filled by the majority of the remaining members.

The permanent collections of the museum have been built up almost entirely through the gifts and bequests of public-spirited individuals. The collections embrace the general field of European painting from 1600 to 1900 and American painting of the 18th, 19th and 20th centuries. The Museum features paintings, sculptures, graphic and decorative arts. It maintains an educational program in cooperation with school. The programs include lectures, visual-aid services, art training and appreciation and art classes for children. In keeping with the thoughtful planning of the entire museum as a great educational institution, a theatre seating 350 people is included.

In 1950, the Achenbach Foundation for Graphic Arts was established by Mr. and Mrs. Moore S. Achenbach as a department of the museum. It is the largest collection of graphic arts in the American West, comprising over 80,000 prints, drawings and books (both illustrated books and reference material), augmented with the help of an endowment fund left by the founders.

Under Charter Section 50: "It is the intention that the administration and control of the California Palace of the Legion of Honor shall be continued with the powers and under the conditions imposed by the terms of the donation and accepted by the City and County."

M. H. de YOUNG MEMORIAL MUSEUM (CHARTER SECTION 51):

The M. H. de Young Memorial Museum was established by the family of the co-founder of the San Francisco Chronicle. It is located in Golden Gate Park near the Japanese Tea Gardens and the Band Concourse. The Museum is managed by a Board of 11 Trustees, with the Mayor and the President of the Recreation and Park Commission as ex-officio members. Any vacancies in the Board (9 members) shall be filled by majority of the remaining members.

Under the Charter, the City and County is required to provide an annual budgeted total of not less than \$40,000 for the maintenance, operation and superintendence, plus additional amounts as needed.

Fabulous collections of art objects are on display in the "Memorial Museum," free of admission charge, including:

- 1-Famous paintings by the Old Masters.
- 2-Paintings, sculptures, woodcarvings, etc., covering Medieval, Renaissance, and Contemporary periods, including the Kress and Oakes collections.
- 3-The spectacular Avery Brundage collections of Oriental Arts (Japanese, Chinese, Korean, Indian, etc.).
- 4-Various other types of art such as graphic arts; photographs; rare coins; guns, etc.

The Museum refreshes its displays by bringing in special temporary exhibitions, and by borrowing attractive art objects from generous patrons of the arts or members of the Museum's "Society."

The M. H. de Young Memorial Museum and the California Palace of the Legion of Honor may sell certain surplus art objects, or exchange them for equivalent values, through the Purchaser of Supplies in accordance with procedures established by the B/S and prescribed in Sections 28.1 thru 28.5 of the San Francisco Administrative Code.

CALIFORNIA ACADEMY OF SCIENCES (CHARTER SECTION 52):

The California Academy of Sciences is a non-profit corporation organized under State law. It is the oldest scientific institution in California (since 1853). The Academy complex is located in Golden Gate Park, east of the Band Concourse. All the buildings were constructed with private funds and donated to the City. The Steinhart Aquarium was constructed in 1923 and rehabilitated in 1961-1963 with funds provided from a City and County Bond Fund.

The California Academy of Sciences includes: the Steinhart Aquarium, the Simson African Hall, the North American Hall (Natural History Museum), the Alexander F. Morrison Planetarium and Auditorium. No admission fee is collected except for performances in the Planetarium and Auditorium.

The members of the Corporation select a Board of 15 Trustees to manage the Academy. The Trustees appoint a Director, a Secretary of the Board, Curators, Scientific Professionals, and certain part-time help. All other employees are Civil Service appointees by the Chief Administrative Officer.

The objectives of the Academy are:

1. Research in the natural sciences and the publication of results.
2. Collecting, caring for and protecting rare specimens.
3. A world-wide exchange of scientific information, both through specimens and publication.
4. Public education in science through its museums, aquarium and planetarium.

The City Charter (52) provides that the City shall pay for the operation of Steinhart Aquarium, and the Supervisors are further empowered to furnish funds for the maintenance, operation and continuance of the other buildings. The Academy is required to furnish insurance as prescribed by B/S and to file annually, with that Board and with the Mayor, a statement as to its fiscal expenses and income.

The Academy receives most of its support from its membership, fund drives, money-raising activities, research grants, interest on its investment, and other sources.

The active research departments include the following disciplines: Botany, entomology, geology, herpetology, ichthyology, invertebrate zoology, ornithology and mammalogy, and aquatic biology.

In the important area of education the Academy maintains a scientific library, publishes scientific papers, publishes a popular bimonthly magazine, PACIFIC DISCOVERY, provides a public information service for press, radio and television, maintains a picture collection, and promotes an invaluable service to young people through its Junior Academy.

MUNICIPAL COURT (CHARTER SECTIONS 53, 54 and 55):

There are 15 Municipal Court judges in San Francisco, elected for terms of 6 years. The State law may increase the number and salary of Municipal Court judges. The salaries of the judges are paid by the City and County. The Governor fills any vacancy by appointment.

The judges select one of their number to act as Presiding Judge for one year. It is the duty of the Presiding Judge to: exercise administrative supervision over the business of the court; assign individual judges to the different departments of the Municipal Court; and, to supervise and direct the operations of the Clerk of the Municipal Court.

The Municipal Court judges appoint the Clerk of the Municipal Court to serve at their pleasure. The Clerk is the appointing officer of such clerks, stenographers, interpreters and other personnel as may be authorized in budgeted appropriations approved by the B/S. Such personnel are subject to Civil Service competitive examinations and classification. The power to fix the number and salaries of attaches of the Municipal Court is in the State Legislature.

MUNICIPAL COURT

FELONY

1. ARRAIGNMENT (Generally within 48 hours)
PROCEDURE - - -
 - (A) Given constitutional rights.
 - (B) Complaint read.
 - (C) Plea.
 - (1) Guilty Plea — Case transferred to Superior Court.
 - (2) Not Guilty Plea — Unless Hearing Waived, date set for Preliminary Hearing in Municipal Court (usually within 5 days).
 - (D) Bail setting.
 - (1) Capital offenses generally non-bailable offenses.
 - (2) Bail determined from pre-set bail schedule or by Sup. Ct. Commissioner.*
 2. PRELIMINARY HEARING
 - (A) Defendant with counsel appears before judge and is confronted with evidence to support charge against him.
 - (B) Purpose is to determine if a crime has been committed and if there are reasonable grounds to believe deft. involved.
 - (C) Generally the People's case is presented without a defense. The defense, however, does cross examine People's witnesses.
- DISPOSITION - - -
- (A) Court may dismiss case and release deft.
 - (1) If evidence insufficient or on legal grounds (search and seizure, etc.)
 - (B) Court may hold defendant to answer.
 - (1) If court believes evidence sufficient deft's case ordered to Sup. Ct. for arraignment and trial at a later date.

MISDEMEANOR

1. ARRAIGNMENT (Generally within 48 hours)
PROCEDURE - - -
 - (A) Given constitutional rights.
 - (B) Complaint read.
 - (C) Plea.
 - (1) Guilty Plea — Court imposes sentence or continues for probation report or continues for sentence.
 - (2) Not Guilty Plea — Trial date set (generally, must be within 30 days after arrest, unless defendant waives time, or unless otherwise provided).
 - (D) Bail set.

TRIAL

COURT TRIAL

Jury expressly waived.**
Judge hears case, renders verdict and imposes sentence or discharges deft.

JURY TRIAL

(At State Expense)

1. 12 Jurors (or lesser number on stipulation of parties) selected by clerk from random drawing and seated in jury box.
2. Jurors questioned, challenges made and jury is selected and sworn.
3. People's case presented thru witnesses and evidence.
4. Defense case is presented.
5. Case argued to jury by both counsel.
6. Judge instructs jury on law.
7. Bailiff sworn to take charge of jury.
8. Jury deliberates case (held until discharged).
9. Verdict (must be unanimous).
 - (A) Guilty — Judge imposes sentence.
 - (B) Not Guilty — Judge discharges defendant.
 - (C) If jury cannot reach verdict judge discharges jury and case is reset for trial.

CIVIL

1. PROCEDURE - - -
 - (A) Action (complaint is filed with the clerk of the court). Party filing the action is referred to as plaintiff and party being sued is defendant.
 - (B) Clerk of court issues a summons.
 - (C) Defendant notified of action by service of summons and complaint.
 - (D) Defendant has at least 10 days to answer.***
 - (E) If defendant fails to answer in time allowed by law, plaintiff may apply for judgment by default.
 - (F) If defendant files answer the case is set for trial by clerk of court.
 - (G) Trial may be by court or jury. Party desiring jury must make written request and deposit jury fee.
2. JURISDICTION
 - (A) Not over \$5,000.00.
 - (B) Forcible Entry or Unlawful Detainer (\$600 per mo. max.).

SMALL CLAIMS

1. JURISDICTION
 - 1 cent to \$200.00 (money judgment only).
 2. Parties must appear without counsel.
 3. No jury trials.
 4. Only defendant has right of appeal.

TRIAL

COURT TRIAL

1. Jury waived by both parties.
2. Judge hears case and renders judgment.

JURY TRIAL (Party requesting to deposit jury fee)

PROCEDURE - - -

1. Similar to criminal jury trial on items 1 thru 8 except moving party is civil plaintiff and not prosecutor.
2. Parties may stipulate to a lesser number of jurors.
3. If Jurors are deliberating at close of court day they may retire to their homes for the night and resume deliberation the following day.
4. Verdict (Judgment) requires only a $\frac{3}{4}$ vote of total jurors. Unanimous verdict required in criminal trial only.

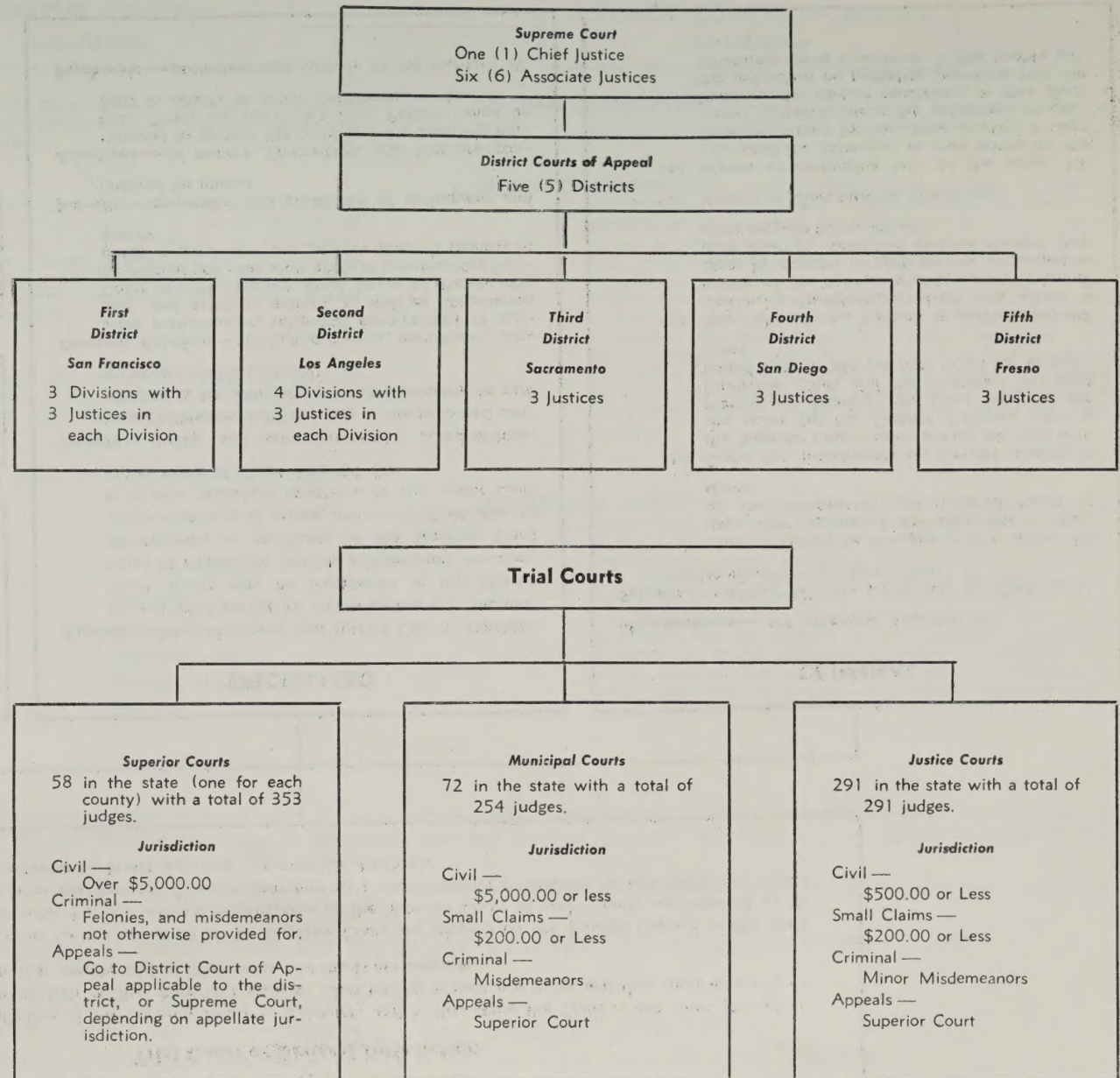
* In some courts bail is set by Municipal Court or Superior Court Judge.

** Jury must be personally waived by defendant.

*** Unless otherwise provided by law.

COURT STRUCTURE FOR THE STATE OF CALIFORNIA

There are fifty-eight (58) counties in the State of California divided into three hundred sixty-three (363) judicial districts. Each county has one (1) superior court and each judicial district within these counties has either a municipal or justice court as determined by population. In the judicial districts with a population which exceeds forty thousand (40,000) there is a municipal court. In those judicial districts with a population of forty thousand (40,000) or less there is a justice court.



SUPERIOR COURT

Trial Court of General Jurisdiction

Jurisdiction — The jurisdiction of the Superior Court is statewide, and in that sense the Court is one court throughout the state. However in each county there is a superior court having at least one judge and that court acts only on matters pending in that county and in that sense the courts are separate.

Rules of Court — State rules for the operation of the Superior Court are adopted by the Judicial Council of the State of California. Local rules for the internal organization of the Superior Court of each county are adopted by its judges. An appeal from the Superior Court is generally on a court reporter's transcript of testimony, the clerk's transcript of filed documents, briefs and oral argument by attorneys.

CIVIL

Jurisdiction includes civil suits over \$5,000, and those below \$5,000 not within Municipal Court jurisdiction (i.e., probate matters, divorce, actions affecting title to real property).

Procedure generally similar to that shown for Municipal Court.

EQUITY

Special matters, such as injunction proceedings, administration of trust, foreclosure of mortgages.

PREROGATIVE WRITS

Special proceedings normally directed to a governmental officer or agency; writs of mandate, prohibition, quo warranto and habeas corpus.

SPECIALIZED

Appeals — from Municipal and Justice Courts. Normally the last word except for review by the U.S. Supreme Court. Cases may be transferred to the District Court of Appeal for hearing and decision, however, on its order or certificate of the Superior Court where necessary to secure uniformity of decision or to decide important questions of law under California Rules of Court Nos. 61-69.

Probate — (wills and administration); guardianships; conservatorships (utilized only if the proposed conservatee is an adult and is unable properly to care for himself or his property).

Domestic Relations — including divorce, annulment, separate maintenance, reciprocal enforcement of support, and paternity actions, as well as Conciliation Court in some counties. Final decree of divorce may be entered one year after entry of interlocutory. Residence requirement: one year in state, 3 months in county.

Juvenile — correction and protection of delinquent and uncared for minors.

Adoptions — of minors. Proceedings and files are confidential to protect the child and the adopting parents. There are no clerk's fees. Petition must be filed in county in which petitioners reside.

Psychiatric — protection and custody of the mentally ill.

CRIMINAL

Misdemeanors — not otherwise provided for.

Felonies — criminal offenses punishable by death or by imprisonment in the state prison.

- (a) Must ordinarily be brought to trial within 60 days after signing of an indictment or filing of the information unless good cause is shown.
- (b) Grand jury indictments are brought directly to the Superior Court; informations are filed with the court by the District Attorney after a preliminary hearing has been held in the Municipal Court and the defendant has been bound over to the Superior Court for arraignment.
- (c) The right of trial by jury is provided by the California Constitution, which also allows a waiver of the right to trial by jury in criminal cases by consent of both parties, expressed in open court by defendant and his counsel. Jury costs are paid by the county.
- (d) Verdict of jurors must be unanimous.
- (e) Matter of sentencing falls on the judge. He may send the defendant to state prison for the term prescribed by law; may suspend a state prison sentence, place the defendant on probation under certain conditions, or may place the defendant on probation providing that the defendant serve a sentence in the county jail.

APPELLATE COURTS OF CALIFORNIA HAVE JURISDICTION AS SHOWN

SUPREME COURT Jurisdiction

ORIGINAL JURISDICTION: Writs of mandamus, certiorari, prohibition, habeas corpus and any other writs necessary to the exercise of appellate jurisdiction.

APPELLATE JURISDICTION: From superior courts in all cases in equity, except such as arise in municipal or justice courts; all cases at law involving title or possession of real estate, or legality of any tax, impost, assessment, toll, or municipal fine; all such probate matters as may be provided by law; on questions of law alone, in criminal cases where judgment of death has been rendered.

TRANSFERRED CASES: All cases, matters, and proceedings pending before a District Court of Appeal which the Supreme Court orders transferred to itself for hearing and decision.

(Some examples of cases which should be appealed directly to Supreme Court are as follows):

Probate	Specific
Divorce	Performance
Taxes	Rescission
Injunctions	Accounting
Restraining Orders	Declaratory Relief
Interpleader	Partition of Land
Mechanic's Liens	Adoption

DISTRICT COURTS OF APPEAL Jurisdiction

ORIGINAL JURISDICTION: Power to issue writs as original matter is equal to and concurrent with Supreme Court.

APPELLATE JURISDICTION: From superior courts (except in cases in which appellate jurisdiction is given to Supreme Court) in all cases at law in which Superior Courts are given original jurisdiction; in all cases of forcible or unlawful entry or detainer (except such as arise in municipal, or in justice or other inferior courts); proceedings in insolvency; actions to prevent or abate nuisance; proceedings of mandamus, certiorari, prohibition, usurpation of office, removal from office, contesting elections, eminent domain, and in such other special proceedings as may be provided by law; on questions of law alone, in all criminal cases prosecuted by indictment or information, except where judgment of death has been rendered.

TRANSFERRED CASES: All cases, matters, and proceedings pending before the Supreme Court ordered transferred by the Supreme Court to a District Court of Appeal for hearing and decision; cases on appeal within original jurisdiction of a municipal or justice court which a District Court of Appeal orders transferred to it when the Superior Court certifies or the District Court of Appeals on its own motion determines from an opinion of the appellate department published or to be published in Advance California Appellate Reports that such transfer appears necessary to secure uniformity of decision or to settle important questions of law.

NOTE — No appeal taken to the Supreme Court or to a District Court of Appeal shall be dismissed for the reason only that the same was not taken to the proper court, but the case shall be transferred to the proper court and shall be proceeded with therein as if regularly appealed thereto.

Acknowledgment is made with thanks to the following for compiling these charts:

Los Angeles County — Marshal's Office
 Los Angeles County — Superior Court Administrative Offices
 District Courts of Appeal — Clerk's Office, First and Second Districts
 U S. District Court — Clerk's Office, Southern District

The Municipal Court in San Francisco hears the lessor civil cases or those involving amounts up to \$5,000; misdemeanors, including traffic violations; and small claims (to \$200). The Term, "misdemeanor" refers to a tremendous number of minor crimes which ordinarily may be punished by a fine of not more than \$500 or a jail term of up to six months in the County Jail (but, maximum of one year). Attorneys are not permitted to represent litigants in small claims actions and no jury is called. The parties argue their own cases and the judge usually renders his final decision.

In San Francisco, the Municipal Court is a court of original jurisdiction under the California Judiciary System. A decision of the Municipal Court may be appealed directly to a higher court in the California Judiciary System, as follows:

- 1-Superior Court, Appellate Division, (in S.F. in certain cases);
- 2-District Court of Appeals (One of which is located in San Francisco's State Building);
- 3-California State Supreme Court.

SUPERIOR COURT (CHARTER SECTION 56):

The powers and duties of the Superior Court are prescribed by State law. The B/S provides for the maintenance of the Superior Court in accordance with the fiscal procedures of this Charter.

The State Legislature fixes the number of judges and their salary rates. Superior Court judges' salaries are paid partly by the State and the remainder by the County. There are 24 Superior Court judges in San Francisco, elected for 6 year terms. Vacancies are filled by the Governor of California.

The "Secretary and Jury Commissioner" is selected by a majority of the 24 judges of the Superior Court, and he serves at their pleasure. The judges also select one of their number as Presiding Judge of the Superior Court. The Presiding Judge presides and assigns the other judges to the department each shall preside over or the cases to be heard; and directs the performances of the "Secretary and Jury Commissioner."

The duties of the Secretary and Jury Commissioner includes the responsibility of handling of the executive ministerial functions of the Superior Court and preparing a list of prospective jurors and having them on hand in court as scheduled.

The Superior Court is the major trial court in the California judicial system. It hears all criminal cases involving felonies and certain misdemeanors, and tries all civil cases in which the amount involved exceeds \$5,000.

The Board of Trustees of the Law Library shall include the Presiding Judge and three judges of the Appellate Department of the Superior Court (57). The Superior Court judge designated as the judge of the Juvenile Court appoints the Probation Officer of the Juvenile Court. The Superior Court judges presiding in criminal cases appoint the Adult Probation Officer, as provided in Charter Section 58.

In San Francisco, the Superior Court and the Municipal Court are courts of original jurisdiction. However, in certain cases, a decision of the Municipal Court may be appealed to the Appellate Department of the Superior Court in San Francisco County. A decision of the Superior Court may be appealed directly to the California Supreme Court or the District Court of Appeals (5 in California, of which District No. 1 is in S.F.).

The duties performed by the County Clerk in connection with the operations of the Superior Court are discussed in a separate narrative covering that office.

SAN FRANCISCO LAW LIBRARY (CHARTER SECTION 57):

The San Francisco Law Library was established in 1870 by an act of the State Legislature. The Law Library is managed and controlled by a Board of 12 Trustees, consisting of 7 attorneys who serve on a self-perpetuating basis; the Presiding Judge and 3 judges of the Appellate Division of the Superior Court; and, the Mayor.

The Trustees appoint a Librarian as the department head, and all other employees required to operate the Law Library. Certain operating expenditures of the Law Library are financed by regular City and County budgeted appropriations approved by the B/S. Certain filing fees collected by the Municipal Court and by the County Clerk for the Superior Court are transferred to the Library to aid in the financing of new books or for a part of the operating expenditures. The Law Library is permitted to accept books or other gifts in connection with its operations.

The Law Library maintains an extensive library of earlier editions and current legal publications and related reference volumes which are available without charge for the judiciary, attorneys, law students, City and County departments and the general public, at the main Library in the City Hall and at the downtown branch in the Mills Tower Building.

ADULT PROBATION DEPARTMENT (CHARTER SECTION 58):

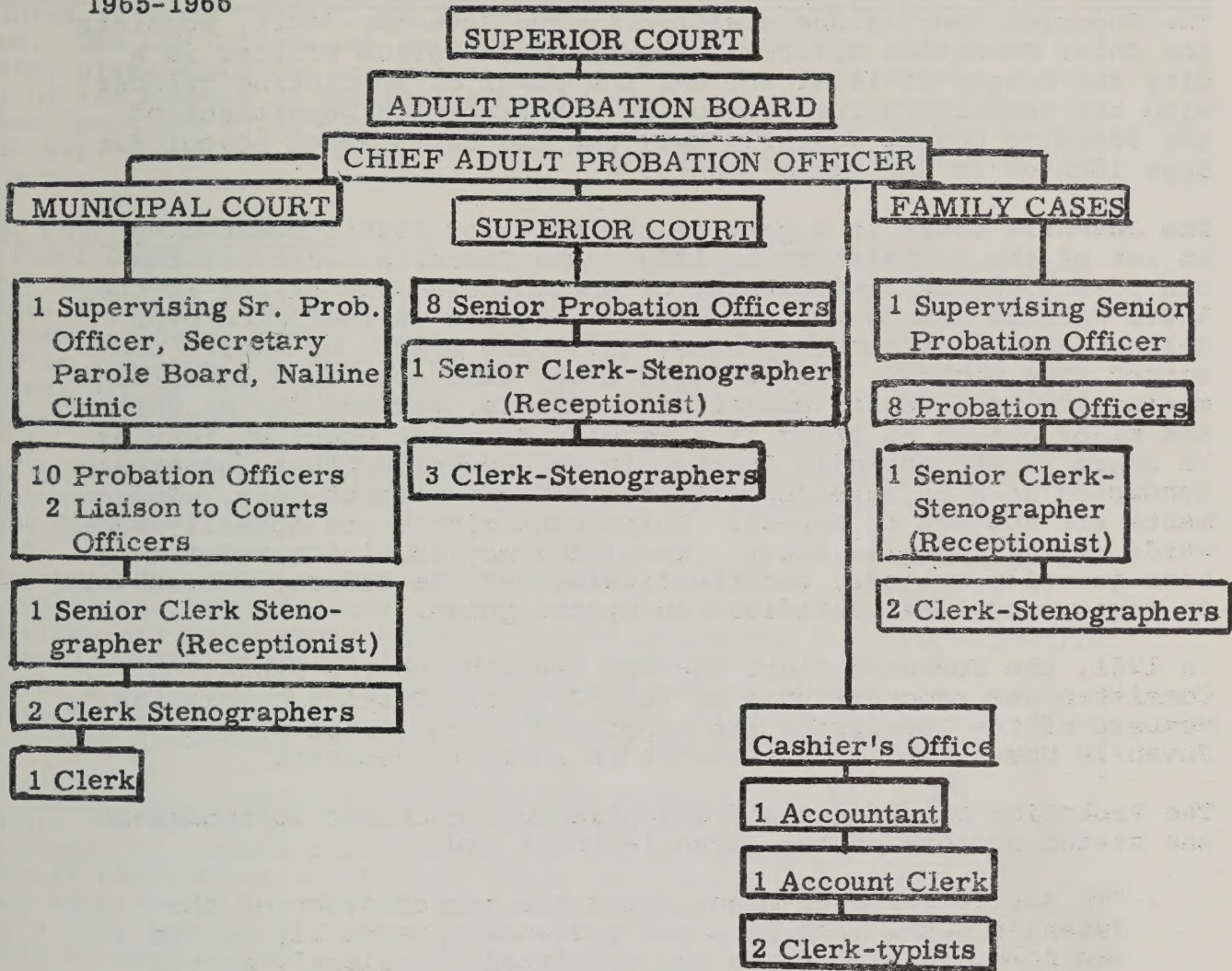
The Superior Court judges assigned to the Criminal Division appoint the Adult Probation Officer who is a City and County Officer and acts as the chief appointing officer of the Adult Probation Department. The Adult Probation Officer and the assistants and deputies attached to the department shall have the powers and duties as conferred by State law, and as may be required by the Charter.

Superior Court judges, who preside over felony matters, and Municipal Court judges, whose jurisdiction is limited to misdemeanor violations use the services of this department as an investigative arm of the Court. Few, if any, offenders are sentenced in Superior Court without a written recommendation being submitted by the Adult Probation Department as to whether or not probation should be granted, or denied. More use of this type of assistance is being constantly used by their counterparts in Municipal Court. After reading the reports, the judges then decide whether or not to place the violator on probation, with supervision being provided by the Adult Probation Department.

In the performance of their duties it is essential that members of the Adult Probation Department work in close cooperation with other City and County departments such as: the Superior Court, Municipal Court, Police Department, Sheriff, District Attorney, the Public Defender, and other departments which may be concerned.

The activities of the Adult Probation Department include participation in such pertinent programs as: the "Nalline Clinic" (for purposes of rehabilitating narcotic and drug users); the County Parole Board (investigation, report, and recommending on applications for parole submitted by inmates of the local County Jail); and the Family Support Division (to assure family support, mainly for neglected children).

Collections and related disbursements by the Adult Probation Department exceed \$1,000,000 per year, including: family support; merchants, hotels and other commercial restitutions; and, fines, etc., for the benefit of the City and County.



JUVENILE COURT (YOUTH GUIDANCE CENTER) (CHARTER SECTION 58):

The Superior Court judge assigned to the Juvenile Court, appoints the Chief Probation Officer. The Chief Probation Officer is a City and County official who has the power of appointing officer with the administrative control of the Probation Department of the Juvenile Court, Juvenile Hall and Log Cabin Ranch School for Boys located in San Mateo County.

The Juvenile Court is a part of the Superior Court, created by an act of the Legislature in 1908. The Juvenile Court has its own powers, rules, and methods of procedure as prescribed in the State Welfare and Institutions Code. It has jurisdiction over delinquency and dependency cases involving minors or adults concerned with minors. The Juvenile Court also acts as a committing magistrate in felonies committed by minors, and may decide whether the minor should be tried in a regular Superior Court by jury or be heard in the Juvenile Court. In the Juvenile Court, cases are conducted in a private and informal manner, without jury. Judgments are subject to appeal. Delinquent minors are normally made wards of the Juvenile Court. The judge may appoint a Referee to hear juvenile matters, but the findings of the Referee are subject to review and legal ratification by the judge.

In 1961, the Juvenile Court law was revised and the Probation Committee was reconstituted as the "Juvenile Justice Commission." Members of the Commission are appointed by the Judge of the Juvenile Court, and they serve in an advisory capacity.

The Probation Department and Juvenile Hall endeavor to implement the stated purpose of the Juvenile Court law:

- 1-"To secure for each minor under the jurisdiction of the Juvenile Court such care and guidance, preferably in his own home, as will serve the spiritual, emotional, mental and physical welfare of the minor and the best interests of the State."
- 2-"...and, when the minor is removed from his own family, to secure for him custody, care and discipline as nearly as possible, equivalent to that which should have been given by his parents."

In delinquency cases involving boys, Court action may be required for: Auto Theft; Burglary, Assault; Traffic Violations; Robbery; Homicide; Narcotics, and other offences. Delinquent girls may require Court action for "Delinquent Tendencies," described as Beyond parental control; In danger of immorality; Truancy; and Intoxication. The Hearing Officer disposes of many traffic citations. The Child Welfare and Attendance Bureau of the San Francisco Unified School District refers many Truancy cases to Hearing Officer of the Juvenile Court. Many cases of dependent children are referred to the Court; some are returned home; placed in homes of relatives or in foster homes or institutions.

JUVENILE COURT (YOUTH GUIDANCE CENTER) (CHARTER SECTION 58):

Children at Juvenile Hall are segregated into Delinquent and Dependency Cases. The Log Cabin Ranch School for boys near La Honda, San Mateo County, gives education and training in a wholesome environment. A great deal of the expense is subsidized by the State. Children under the care of the Court are given recreational and cultural programs by the Volunteer Auxiliary, organized in 1950, to which about 600 members contribute time and money.

GRAND JURY (CHARTER SECTION 58):

The State Constitution requires each county to summon a Grand Jury each year. Each Superior Court Judge nominates up to 7 residents of the county; the list is reduced to 30 by lot; the final selection of 19 is directed by the Presiding Judge, who selects the foreman. The Jury meets at least once a week; witnesses may be summoned but normally the meetings are not open to the public; the District Attorney is the legal adviser. The Grand Jury:

1. Examines Criminal Matters (as requested or of its own motion) usually started by a complaint by the District Attorney or by Grand Jury indictment, which latter must be voted by 12 of the members and signed by the foreman.

2. Investigates the work of Officials or Departments including the county prisons. This work is divided among committees, usually of 3, who report to the whole Jury. Annual reports, comments and recommendations are made; their adoption is not compulsory but have a powerful influence which may result in corrective measures. Also the Jury may bring an indictment in the case of wrongful actions by City and County officials. There is a full-time statistician who acts as liaison officer between the Grand Jury and the various City and County Officers.

THE CHIEF ADMINISTRATIVE OFFICER (CHARTER SECTIONS 59, 60, and 61):

He shall not repeat here the basic rules regarding the requirements for, appointment of, responsibilities of, or the procedure for the removal of, the Chief Administrative Officer, which are clearly set forth in the above listed sections of the Charter and outlined here on the appropriate page. He is a City and County officer with all of the powers conferred and imposed by general law and the Charter (Sections 4 and 18). He is to be dealt with directly by the Mayor, Board of Supervisors and its committees without interference relative to matters within his administration (Sec. 20). This Section also provides that the Chief Administrative Officer may combine, transfer, or distribute among departments or officers under his authority any function or duty assigned to or continued by the Charter. Pursuant to this authority he has designated the Director of Finance and Records to manage the affairs of: the Sealer of Weights and Measures, County Agricultural Commissioner, Farmers' Market, Record Center and Records Preservation Officer. The positions of County Clerk and Recorder have been combined; County Agricultural Commissioner has been placed in charge of the Farmers' Market. Section 60 permits the consolidation of the duties of the Registrar of Voters and the Recorder.

The departments under the Chief Administrative Officer, including other important functions, appointments and duties concerning that office are listed in a separate schedule which follows this page. Additionally, a separate narrative describing the duties of each of these departments and bureaus is included in this publication.

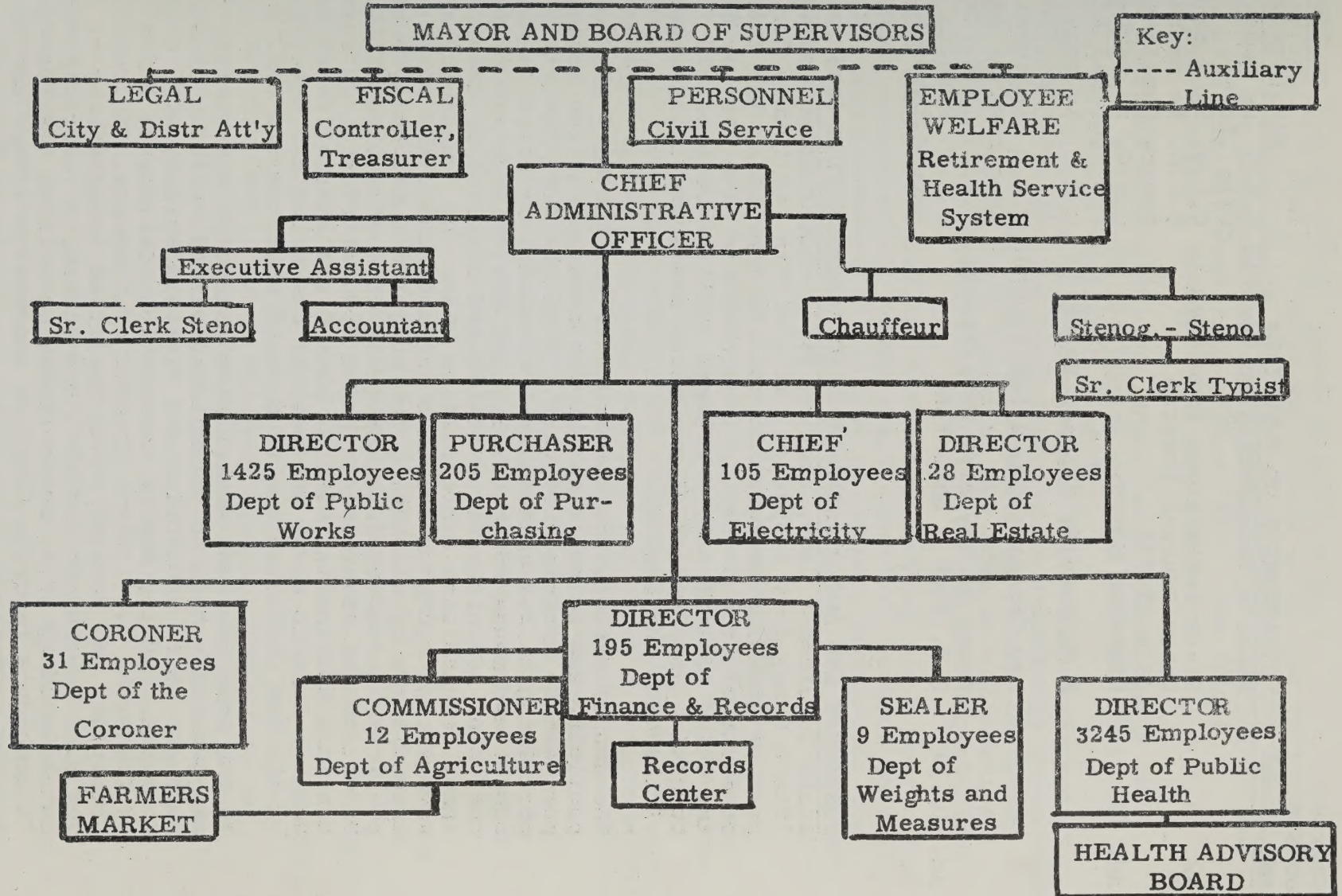
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENTS, FUNCTIONS, APPOINTMENTS & DUTIES OF
CHIEF ADMINISTRATIVE OFFICER

Charter
or S.F.

Adm. Code	DEPARTMENTS OR FUNCTIONS	APPOINTMENTS OR DUTIES
Ch. 52	Calif. Academy of Sciences	C.A.O. is appointing officer
Ch. 60	Publicity & Advertising Fund	C.A.O. controls expenditures
Ch. 61	Dept of Finance & Records: Tax Collector; Registrar of Voters; Recorder & County Clerk; Public Administrator and Public Guardian;	C.A.O. appoints Director of Finance & Records; all department heads under the Director are Civil Service; Public Administrator appoints all attorneys for his office
Ch. 20	Agricultural Commissioner & Farmers' Market;	
Ch. 20	Sealer of Weights & Measures;	
Ch. 20	Records Center & Records Preservation Officer.	
Ch. 61	Purchasing Department	C.A.O. appoints Purchaser of Supplies.
Ch. 61	Real Estate Department	Director of Property is Civil Service.
Ch. 61	Dept of Public Works	C.A.O. appoints Director of Public Works; & the Director appoints the City Engineer.
Ch. 106		
Ch. 61	Dept of Electricity	Chief of Dept is Civil Service
Ch. 61	Dept of Public Health: Hospitals; S.F. General; Laguna Honda; Hassler; Emergency; and Private Hospitals under contracts. Health Advisory Board	C.A.O. appoints Director of Public Health and Assistant Director of Public Health- Hospital Services. C.A.O. appoints Board of 7.
Ch. 61	Coroner's Office	Coroner is Civil Service.
Ad. 16.9	Public Pound (SPCA-Priv. Corp)	C.A.O. generally supervises
Ch. 60	Hotel Room Tax Fund	C.A.O. is member of Appeals Board (Ord. 87-61).
Ch. 60	Board of Supervisors	C.A.O. is ex officio member; has voice but no vote.
Ch. 115	City Planning	C.A.O. is ex officio member of Planning Commission.
Ch. "A"	Scavenger Rate Board	C.A.O. is Chairman of Board (Charter Appendix).
Ad. 10.87	Streets and Highways	C.A.O. is County Road Commissioner of S.F.
Ad. 11.5	Franchises	C.A.O. examines & Reports to
Ad. 3.02	Budget Priority and	C.A.O. is the Chairman of bo
Ad. 3.06	Capital Improvement Committees	of these committees as comb
Ad. 16.	Central Safety Committee	C.A.O. is Chairman (Ad. 16.1
Ad. 5.2	Regional Service Committee	C.A.O. is member & appointin officer.

7-1-63

ORGANIZATION CHART -- CHIEF ADMINISTRATIVE OFFICER



Charter

or S.F.

Adm. Code	DEPARTMENTS OR FUNCTIONS	APPOINTMENTS OR DUTIES
--	Mayor's Transportation Council	C.A.O. is member (Super. File 12476).
Ad. 5	State Legislative Committee	C.A.O. is a member.
--	Urban Renewal Program (B/S-17473)	C.A.O. is member of inter-Agency Committee.
Ad. 7	Disaster Corps	C.A.O. is member of Professional Advisory Bd.
--	S.F. Housing Appeals Board	C.A.O. is appointing officer (17-Housing Code).
--	Bay Conservation & Development	C.A.O. is commissioner-appointed by Association.
--	Assn. of Bay Area Governments	C.A.O. is Mayor's alternate
Ad. 10.19	S.F. Fish & Game Fund	C.A.O. budgets and controls expenditures.

PUBLICITY AND ADVERTISING FUND (CHARTER SECTION 60):

State Government Code, Section 26100--Advertising, provides that: "The B/S may levy a special tax...within the County for the purpose of inducing immigration to, and increasing the trade and commerce of, the County." In accordance with Charter Section 60, the Chief Administrative Officer shall be responsible for the budgeting and control of publicity and advertising expenditures of the City and County.

The annual expenditure requirements for the City and County's publicity and advertising are financed out of the Hotel Tax Fund, pursuant to Article 7 of Part III of the S.F. Municipal Code, pertaining to Tax on Transient Occupancy of Hotel Rooms. Annual budget estimates for publicity and advertising are prepared by the Chief Administrative Officer and approved by the B/S in an annual expenditure appropriation under the "Publicity and Advertising Fund," a separate current fund. The C.A.O. controls expenditures by allocating the budgeted total among various publicity and advertising projects or events categorized as: Promotion and Advertising; Major Special Events; Cultural; Celebrations and Special Events; plus a transfer of funds to the General Fund to cover the cost of operating the Hotel Tax Division of the Tax Collector's Office which collects the tax.

In the Promotion and Advertising category, substantial allocations are generally made to established visitor service organizations such as: S.F. Convention and Visitors Bureau, S.F. Chamber of Commerce, Redwood Empire Association, California State Chamber of Commerce, S.F. Junior Chamber of Commerce, Regional Service Committee, and several other qualified associations or projects. The S.F. Convention and Visitors Bureau, a venerable organization established in 1909, concentrates on selling San Francisco "Everybody's Favorite City" to convention groups and wide-scale tourist promotions.

The Cultural category includes allocations for: S.F. Opera, S.F. Symphony, S.F. Museum of Art, S.F. Ballet, the annual Film Festival and other worthy programs.

DEPARTMENT OF PUBLIC HEALTH (CHARTER SECTION 61):

The Department of Public Health was placed under the jurisdiction of the Chief Administrative Officer and it includes the functions, institutions and personnel of the department as existing at the time the 1932 Charter went into effect (61). The Chief Administrative Officer appoints and may remove:

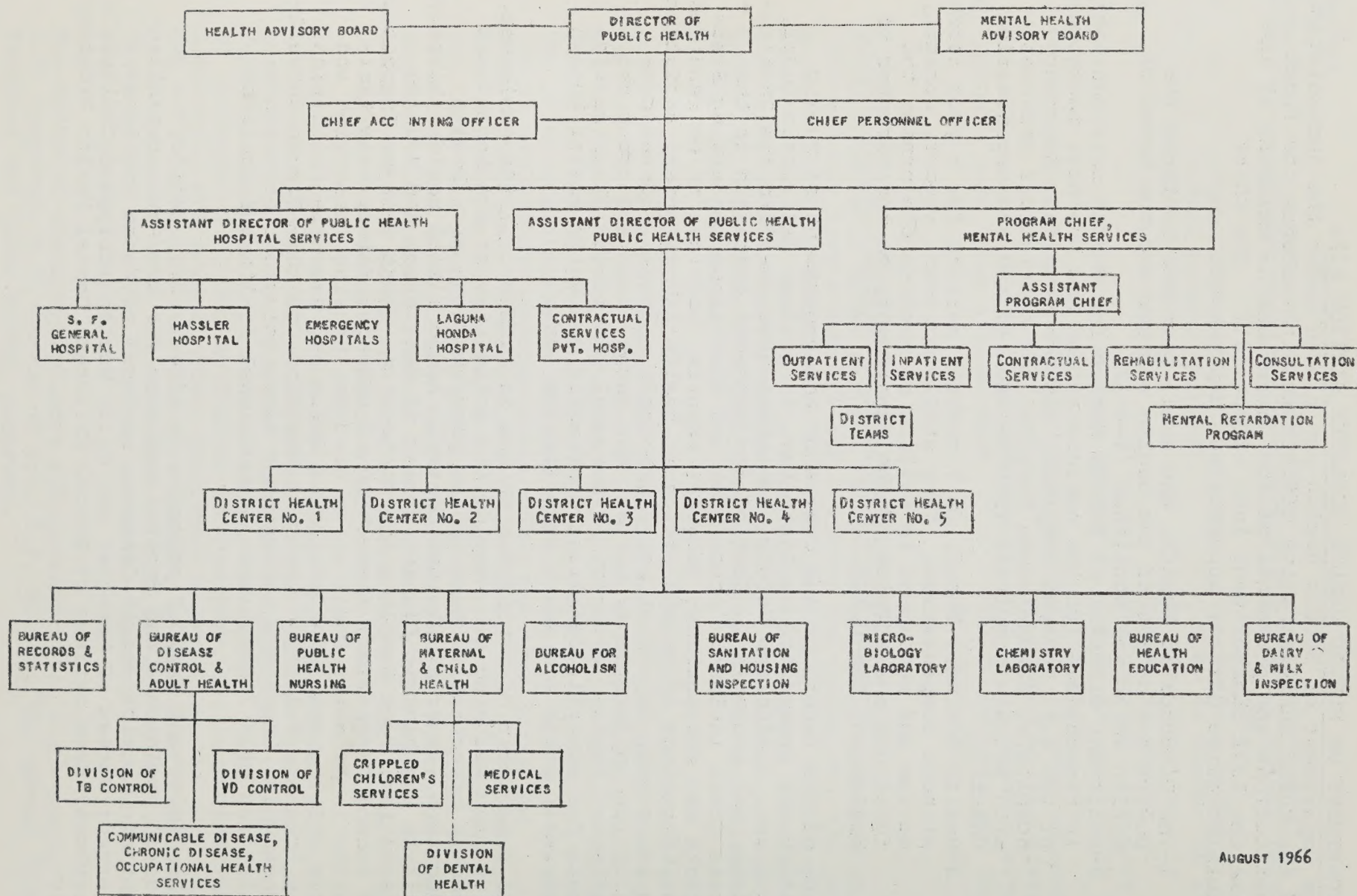
- 1-The Director of Health, who shall have and continue the powers and duties of the health officer and the Board of Health which was abolished (1-8-32).
- 2-Assistant Director of Public Health for Health Services, who is responsible for the administration and business management of the S.F. General Hospital, Hassler Hospital, Emergency Hospitals, Laguna Honda Hospital and contractual services with private hospitals (See Section 61 and the Organization Chart).
- 3-Health Advisory Board, of 7 members serving for 4 year terms without compensation. They shall consider, report, consult, advise and recommend in writing on matters concerning the functions and affairs of the Department, to the Director of Health and the C.A.O.

Many of the functions and duties of the Department of Public Health are prescribed by State Law, in various California Codes, such as: Health and Safety, Administrative, Welfare and Institutions, and Education. Some of the subjects contained in the State Codes include: procedures and conditions concerning State grants and subventions; budgets; reports; services to be rendered; qualifications of health officers; health laboratories; assistance to indigents; dependent poor; expectant mothers; Federal construction applications; patient day rates; hospital trust and patients' funds; psychopathic hospital contracts; State settlements for mentally deficient contracts; community mental health programs; birth and death certificates; etc.

The Department of Public Health has in excess of 3,500 employees, plus many volunteers. Many of the activities of the Department concern preventative measures or programs such as: Health Education (Venereal Disease Control, Audio-Visual movies, library); Walk-In Psychiatric Clinic; Bureau of Sanitation and Housing Inspection; Food Sampling and Inspection; Chest Clinic; Inspection of School Cafeterias; Inspection of Drinking Water; Water Pollution in Swimming Pools or at Beaches; Housing Inspection and Code Enforcements; Inspection of Jails and Juvenile Facilities; Bay Area Air Pollution Control; Mosquito Control; Plaque Surveillance Unit; Chemistry Laboratory; Bacteriological Laboratory; Dairy and Milk Inspections; Occupational Health and Accident Prevention.

Other important medical programs in effect are: California Medical Assistance and Federal Medicare for the Aged; establishment of District Health Centers; Disposal of Waste and Rates Charged; Bureau of Maternal and Child Health; Crippled Children's Services; Examinations of School Children; Dental Health Program; etc.

ORGANIZATION OF THE SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH



DEPARTMENT OF FINANCE AND RECORDS (CHARTER SECTION 61):

The functions, activities and affairs of the various departments under the direction of the Chief Administrative Officer include those under the Department of Finance and Records. The Department of Finance and Records is administered by the Director of Finance and Records who shall be appointed by and serves at the pleasure of the Chief Administrative Officer (61).

Charter Section 61 also states that the Department of Finance and Records shall include the functions and personnel of the Tax Collector, Registrar of Voters, Recorder, County Clerk and Public Administration. Additionally, and pursuant to Section 20 of the Charter, the Chief Administrative Officer has transferred the functions and duties of other departments to the Department of Finance and Records, namely: Records Center and Records Preservation Officer, Public Guardian, County Agricultural Department, Farmers' Market, and Department of Weights and Measures. A separate narrative is included in this publication to cover each of the above departments or functions under the Department of Finance and Records. A substantial amount of the material in those narratives was derived from the excellent Annual Report of the Director of Finance and Records.

DEPARTMENT OF ELECTRICITY (CHARTER SECTION 61):

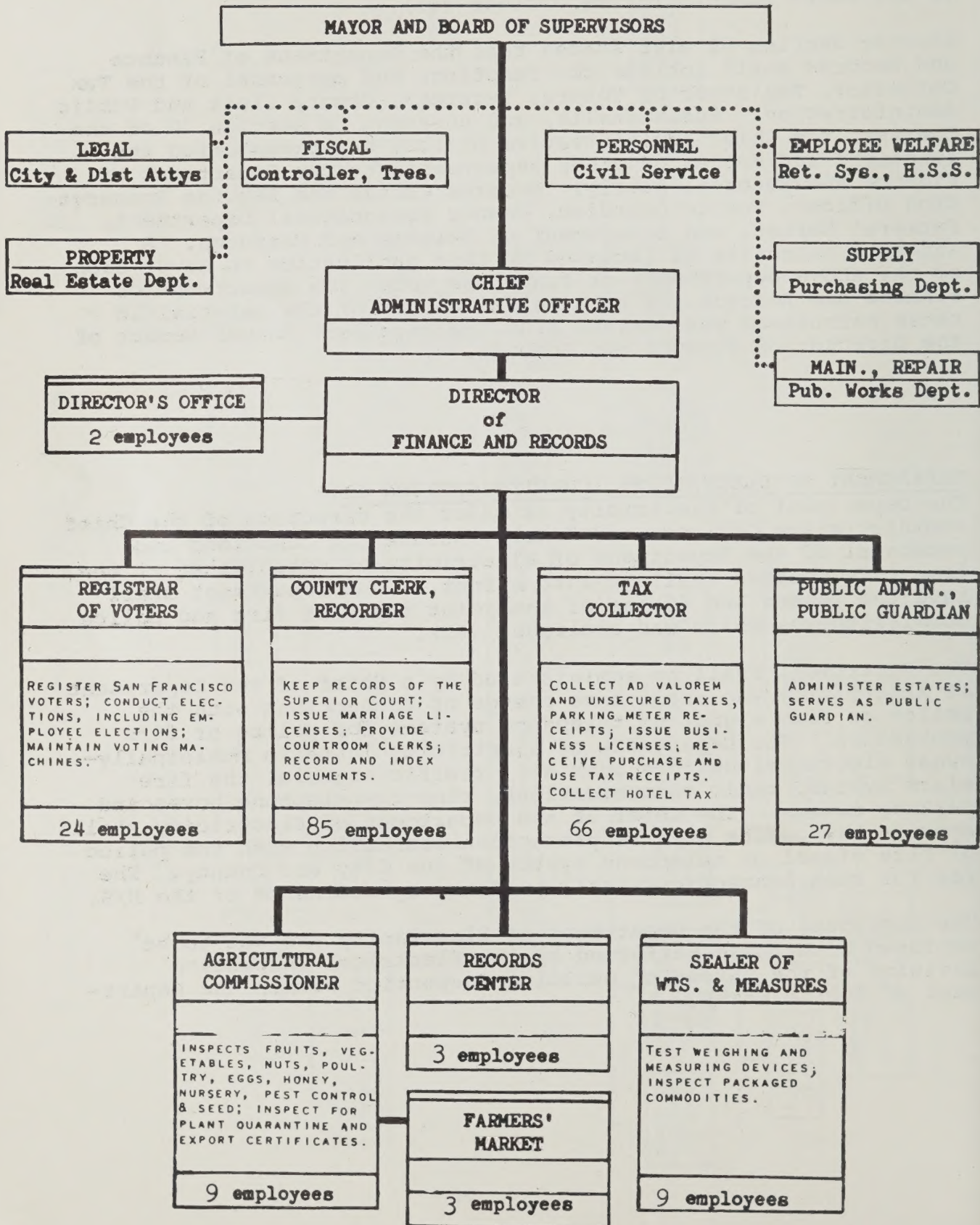
The Department of Electricity is under the direction of the Chief Administrative Officer; and "shall include the functions and personnel of the Department of Electricity as established at the time this Charter shall go into effect." The Department shall have the powers and duties of the joint board of fire and police commissioners, which was abolished (61).

The Department shall be administered by a Chief of the Department of Electricity who shall have charge of connections with the police or fire signal or telephone systems for police or fire protection. The Department of Electricity installs municipally-owned electrical devices such as: traffic signals, the fire alarm system, radio communications, ring-in-telephone boxes and parking meters. The Chief of the Department of Electricity shall approve any police or fire protection connection with the police or fire signal or telephone system of the City and County. The fee for such connections shall be fixed by ordinance of the B/S.

The functions of the Department of Electricity are not to be confused with those performed by the Electrical Inspection Division of the Bureau of Building Inspection within the Department of Public Works.

ORGANIZATION CHART -- DIRECTOR OF FINANCE AND RECORDS

City and County of San Francisco, California



CORONER (CHARTER SECTION 61):

The Coroner is a City and County officer (4). The Coroner's Office is under the jurisdiction of the Chief Administrative Officer (61). The position of Coroner is subject to competitive Civil Service examination. Charter Section 61 provides that the Coroner's Office "shall include the functions and personnel of the existing office of coroner as established at the time this Charter shall go into effect."

In San Francisco, the Coroner must be a medical doctor, unlike coroners in some other counties. The duties of the Coroner include the investigation of every death occurring in an unknown, unusual, or violent manner such as homicide, suicide or accident. The Coroner maintains a Morgue, performs autopsies, and may hold an informal inquest (Coroner's Jury) to determine the cause of death and the person responsible therefor; and the verdict may result in an indictment.

The State Government Code prescribes the Coroner's duties or procedures relative to: affidavits of acquisition and disposition of property; charges for ambulance or embalming; compensation of Clerk or Stenographer at inquests; funeral expenses; monies or properties of deceased persons; types of records to be kept; and sale of decedents' property and deposits to the Treasury.

Section 8.14 of the San Francisco Administrative Code provides authority relative to fees for various Coroner's documents.

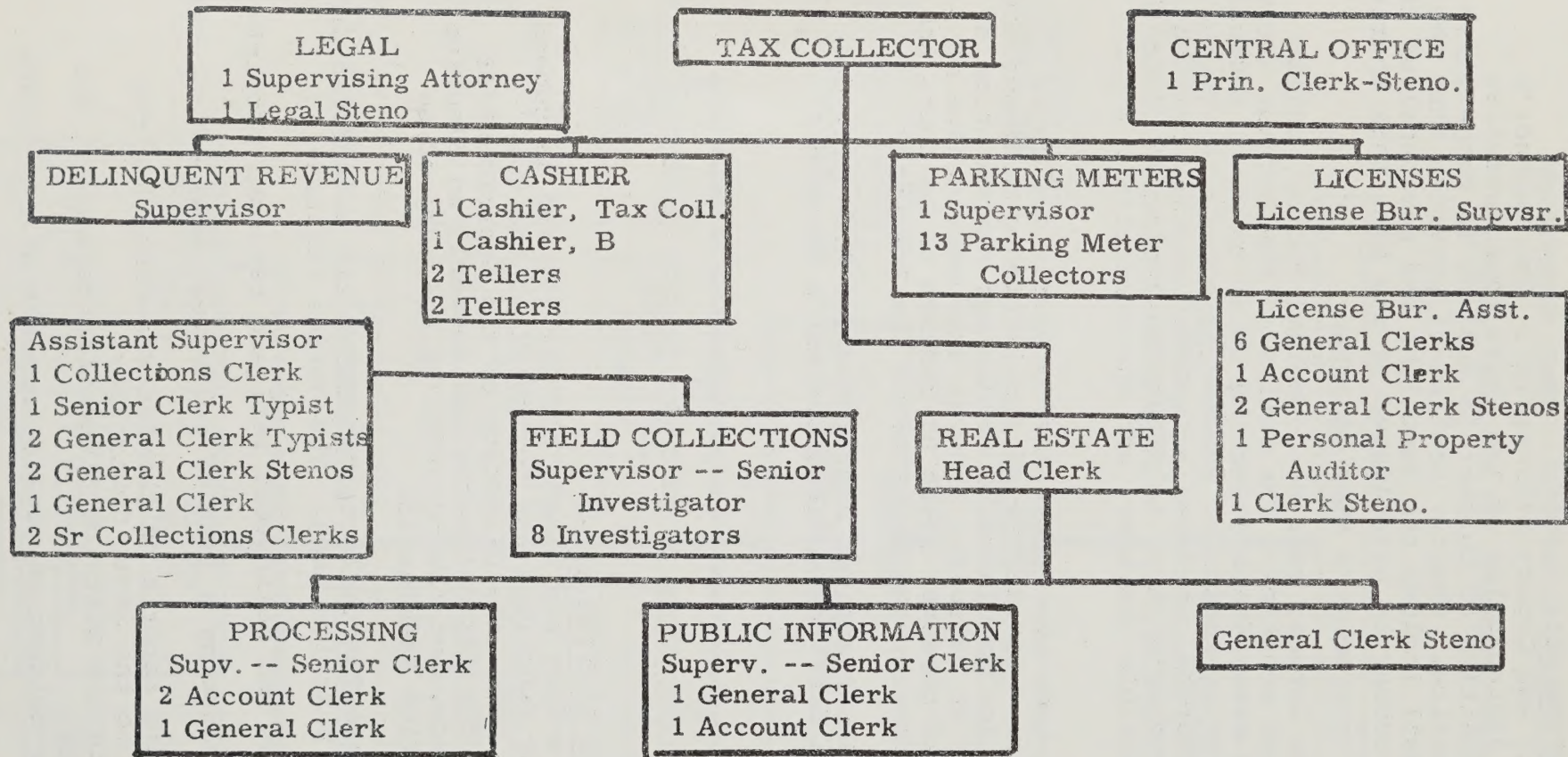
TAX COLLECTOR (CHARTER SECTION 61):

The Tax Collector is a City and County officer (4) and is bonded for \$100,000 (8). The functions and personnel of the Tax Collector's Office is under the direction of the Department of Finance and Records. The Tax Collector was formerly an elective officer in San Francisco, but the position is now subject to competitive Civil Service examination.

As a County officer, the Tax Collector's duties are prescribed in the State Revenue and Taxation Code. The duties include:

- 1-Collecting current and delinquent real and personal property taxes;
- 2-Preparing and publishing a list of delinquent real estate tax payers;
- 3-Submitting periodic reports to the San Francisco Auditor (Controller) and to the State Controller;
- 4-Executing deeds to the State on properties delinquent for five or more years;
- 5-Providing for the holding of public auctions of tax-deeded properties; and
- 6-Refunding of duplicate or erroneous payments of taxes.

TAX COLLECTOR'S OFFICE



In accordance with provisions of the Charter and other local law, the Tax Collector is responsible for the collection and accounting for:

- 1-Real property and secured and unsecured personal property taxes;
- 2-Purchase and use taxes (through the State of California, as agent for the City and County);
- 3-Licenses, including Hotel Taxes;
- 4-Parking meter collections, coins deposited in about 12,800 parking meters in streets or parking lots (by field collector);
- 5-Delinquent accounts, including unsecured taxes, Public Health, Library, Sonoma Home and accounts transferred from various City and County departments.

Charter Section 24 provides in part:

"...the Tax Collector shall have the power to examine the books of any business for which a license is issued and a fee charged on the basis of the receipt of such business, and for these purposes such officials shall have the power of inquiry, investigation and subpoena, as provided by this Charter."

RECORDER (CHARTER SECTIONS 60 and 61):

The Recorder is a City and County official (4) and has certain duties prescribed by State law. The Recorder is under the jurisdiction of the Director of Finance and Records. The position of Recorder is combined with that of County Clerk, and is subject to competitive Civil Service examination. (S.F. Adm. Code 16.3-2)

The Recorder's Office is required by law to receive and record all papers, notices or other documents that may legally be recorded such as: deeds, mortgages, wills, contracts, court decisions, birth and death certificates, liens, veterans' papers of all kinds, etc. Many old records are now on microfilm in the Recorder's Office.

Desk space in the Registrar's Office is rented through the Real Estate Department to title companies, record searchers, etc.

Fees for recording are established by law. In certain cases, "official" or free recordings are made for services rendered to: war veterans, dependents of war veterans, compensation and pension claims, old age pension claims and miscellaneous Federal, State or other political subdivision recordings, in accordance with State law.

COUNTY CLERK (CHARTER SECTION 61):

The County Clerk in San Francisco is the ex officio Clerk of the Superior Court, by State law. He is a City and County officer (4) and bonded for \$50,000 (8). The County Clerk's office serves in a ministerial capacity for the Superior Court. The County Clerk and his staff perform the necessary clerical duties involved in making, filing, and recording of records of the Superior Court. The County Clerk is under the Department of Finance and Records, and the position is combined with that of the Recorder.

In many other counties the County Clerk is an elective official. Formerly, in San Francisco, the County Clerk was an elective official. Presently, the position is subject to competitive Civil Service examination.

Certain statutory indices are maintained in the County Clerk's office, such as: plaintiff's and defendant's indices, the Corporation index, the Partnerships and Fictitious Names index, and index of Notaries Public. Marriage licenses are issued and fees collected by the County Clerk's office. Branch offices of the County Clerk are maintained at the: Hall of Justice, Youth Guidance Center and at the San Francisco General Hospital.

The Cashier's Division of the County Clerk's office collects a wide assortment of fees in connection with Superior Court Proceedings, including the following categories: Probate Department, General Department, Civil Department, Marriage Licenses, Professional Registrations, Court Fines, Juvenile Court Fines and Traffic Fines, Criminal Department Fines and Forfeitures, Peace Officers Training Fund, Payments to State Department of Public Health, Law Library Fees, Superior Court Reporters Salary Fund, Trust Fund Deposits covering Civil Court Deposits and Jury Fees and Criminal Bail Deposits, Cash and Bonds.

The County Clerk's office is concerned with filings of matters relating to: various types of civil actions, probate and guardianship proceedings, criminal matters of all types, Juvenile Court matters, State Hospital Court Division (at S.F. General Hospital) proceedings, matters of the Appellate Department of the Superior Court, Appeals from the Small Claims Court, other Municipal Court actions, marriage licenses or divorce decrees entered.

PUBLIC ADMINISTRATOR AND PUBLIC GUARDIAN (CHARTER SECTION 61):
The Public Administrator is a City and County officer (4). The Department of Finance and Records includes the functions and personnel of the office of the Public Administrator (61). The Public Administrator is also the Public Guardian, an office created on July 1, 1960, under authority of Section 5175 of the Welfare and Institutions Code.

The position of Public Administrator is subject to competitive Civil Service examination. However, the Public Administrator appoints an attorney and assistant attorneys to perform the legal functions in his offices, as may be provided by the budget and annual appropriation ordinance.

Duties, functions and powers of the Public Administrator are prescribed in the State of California Probate and Government Codes. Section 1140 of the Probate Code provides: The Public Administrator of each County must take immediate charge of the property within his County of persons who have died when no executor or administrator has been appointed and in consequence thereof the property, or any part thereof, is being wasted, uncared for or lost; and of all estates ordered into his hands by the Court. He shall apply for letters of administration upon estates of decedents who have no known heirs when the Superior Court of his County has jurisdiction thereof, and may apply for such letters upon any other estate upon which he is entitled to administer.

The functions of the Public Administrator's office includes: the investigation, making funeral arrangements, applications for letters, collection of all assets, payment of all legal debts, sales of real and personal property, filing and defending suits, obtaining all County, State, and Federal tax clearances, and distribution to heirs and the State of California. A complete investigation is made of each estate to avoid any loss to creditors, heirs or to the County.

The Public Guardian is also appointed by the Court, with responsibilities and duties similar to operations of the Public Administrator. The Public Guardian serves, when needed, as guardian of the person and/or estate of persons who are patients in County facilities or recipients of aid under the Welfare and Institutions Code; or he may be appointed by the Court as guardian of a minor. In either type of guardianship, reports must be rendered to the Court. The Court also legally terminates the guardianships.

DEPARTMENT OF WEIGHTS AND MEASURES (CHARTER SECTION 61):

The Department of Weights and Measures is responsible for the enforcement of provisions of the Business and Professions and Administrative Codes of the State of California. The Sealer of Weights and Measures is in charge of the Department which has been placed under the jurisdiction of the Director of Finance and Records by the Chief Administrative Officer pursuant to Charter Section 20. The position of Sealer of Weights and Measures is subject to competitive Civil Service examination.

State law requires that all commercial weighing and measuring devices be tested and sealed at least once during the year. It is the duty of the Sealer to cooperate with and advise commercial interests in the proper and legal use of weighing and measuring devices for specific purposes and to enforce the Weights and Measures law. The Department endeavors to make regular, systematic inspections for protection of citizens, merchants and consumers alike, from faulty weighing and measuring equipment or devices and from fraudulent practices.

The Sealer and his staff are required to test many types of weighing and measuring devices, for example: gasoline pumps, truck tanks, scales of all types, yardage meters, liquid measures and taximeters.

Sections 1.14 and 1.15 of the S.F. Administrative Code relates to authority concerning the sealing of certain scales and scales of Hawkers and Peddlers.

COUNTY AGRICULTURAL DEPARTMENT (CHARTER SECTION 61):

The County Agricultural Department is primarily an inspection department responsible for the enforcement of provisions of the California State Agricultural Code and related City and County regulations. The Department has been placed under the jurisdiction of the Director of Finance and Records by the Chief Administrative Officer, pursuant to provisions in Charter Section 20.

The Agricultural Commissioner, a City and County officer (4), is in charge of the County Agricultural Department. The position of Agricultural Commissioner is subject to competitive Civil Service examination. The Chief Administrative Officer has also delegated to the Agricultural Commissioner, the supervision, functions and personnel of the Farmers' Market.

The functions of the Department includes inspection of: fruits, vegetables, eggs, nuts, honey, poultry and rabbit meats in wholesale and retail establishments; including nurseries, seed firms and apiaries. Areas regularly inspected include The San Francisco Wholesale Produce Terminal at Islais Creek. Post offices, express and freight terminals are inspected for plant diseases, insect pests and plant quarantine requirements. Imported nursery stock and plant products, fruits, seed and grain and used agricultural implements are required to be held until after inspection and certificates of clearance. Commodities moving interstate, intrastate or to foreign countries, when requested by shippers, are inspected for compliance with California's standardization requirements.

Disposal orders are issued by the County Agricultural Department for non-salvable produce rejected at the Wholesale Produce Terminal. Other varied activities of the Department are: giving garden advice to home owners in San Francisco, compiling of crop statistics, certifying official fumigation chambers and promoting public relations.

Sections 1.9 thru 1.13-1 of the San Francisco Administrative Code provides further authority relative to fees, inspection, duties, imported vegetables, destruction of unfit vegetables, and annual salary agreement of the Agricultural Commissioner.

FARMERS' MARKET

The San Francisco Farmers' Market opened August 12, 1943, as an outlet for surplus and distressed crops from neighboring counties. It was operated first by farmers at Market Street and Duboce Avenue. The City and County assumed the management on August 1, 1944. The B/S, by ordinance, authorized the Chief Administrative Officer to establish a Farmers' Market, to be administered by him in accordance with provisions set forth in Chapter 9A of the San Francisco Administrative Code.

Fees charged for products sold at the Farmers' Market under the Administrative Code are required to be sufficient to pay the expenses of operation and maintenance. Since 1946-1947, the reported revenues of the Farmers' Market have substantially exceeded the operating expenses.

RECORDS CENTER (DIRECTOR OF FINANCE AND RECORDS):

The Records Center was established by the B/S, by ordinance, now comprising Chapter 8 of the San Francisco Administrative Code. The Chief Administrative is authorized to establish, maintain and operate the Records Center within a department under his jurisdiction for the "orderly storage, care, management and safeguarding of storage records of the departments or offices of the City and County and of the San Francisco Unified School District." The Director of Finance and Records has been designated by the C.A.O. to administer the operations and personnel of the Records Center.

Services of the Records Center are available to various City and County Departments and the San Francisco Unified School District without charge, including storage boxes, transportation of boxes and reference services, through arrangements with the Director of Finance and Records.

The disposal of records is of concern to the departments responsible therefor. For many types of records the disposition of old records may require legal advice. A policy has been adopted wherein certain vital records which must be kept for many years may be placed on microfilm and used in a department for routine reference. A duplicate microfilm copy may be stored safely in underground vaults in event of one copy being lost or destroyed.

The Director of Finance and Records acts for the C.A.O. as the Records Preservation Officer who is required to submit annually to the Mayor and B/S a report containing recommendations as to which City and County records should be designated as essential and preserved against a major disaster.

DEPARTMENT OF SOCIAL SERVICES (CHARTER SECTION 61.1):

A Public Welfare Department consisting of a Welfare Commission of five members, a Director of Public Welfare, and such employees and assistants as may be necessary to carry out the work and functions of the Department, was established in 1937, in Charter Section 61.1. The Public Welfare Department succeeded and assumed all the functions and duties previously exercised by the County Welfare Department and the Citizens' Emergency Relief Committee, including other functions as may be authorized by the B/S or required by the governments of the United States and the State of California, or departments or agencies thereof. Chapter 20 (20.1 through 20.47) of the San Francisco Administrative Code contains a substantial amount of legislation adopted by the B/S prescribing the authority, functions, powers, duties and procedures relating to the present Department of Social Services.

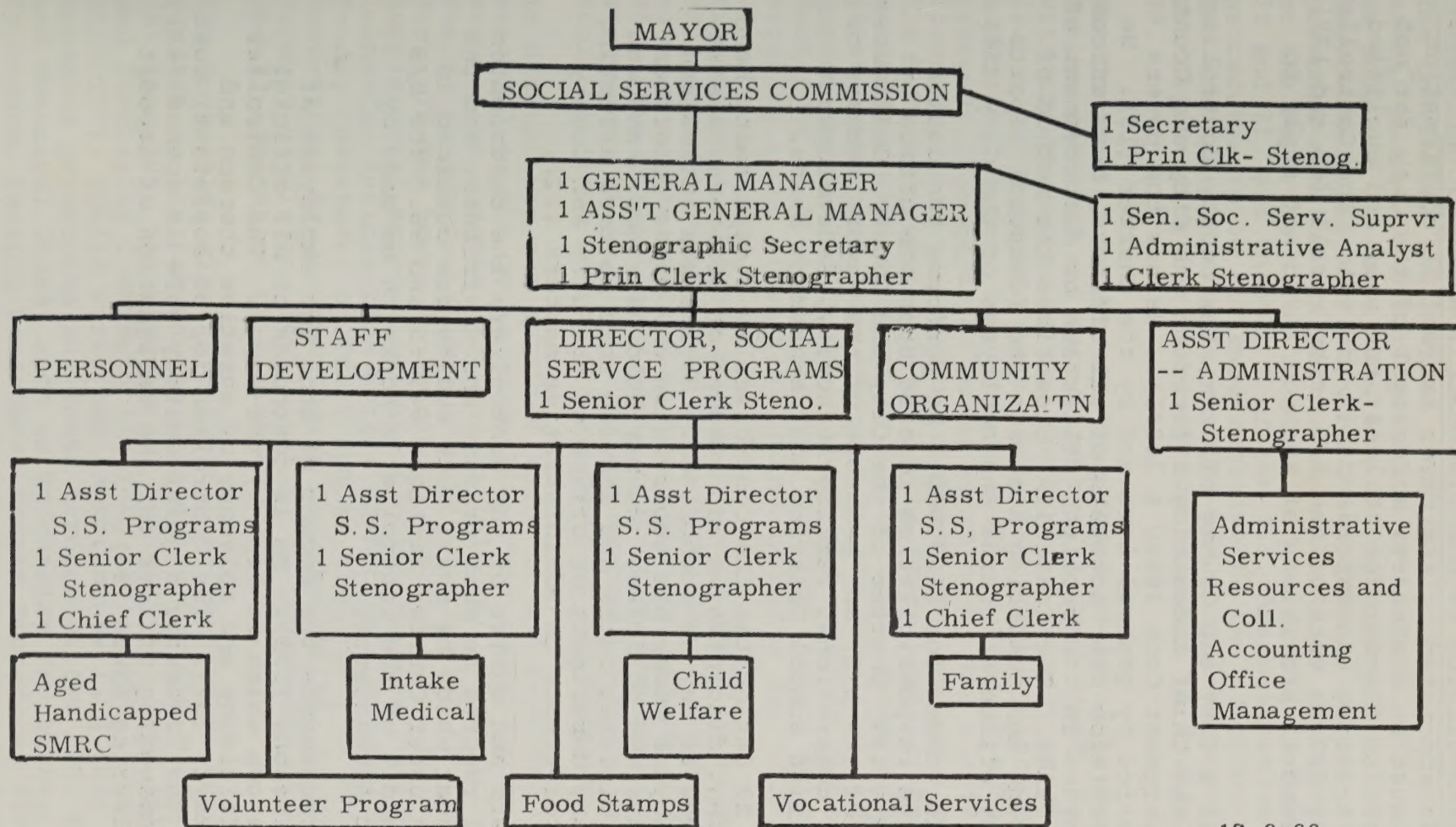
During 1965, the names "Public Welfare Department" and "Public Welfare Commission" were changed to "Department of Social Services" and "Social Services Commission" by the B/S, as reflected in Section 20.1-1 of the S.F. Administrative Code. The change in names was in line with the changing nationwide emphasis from public welfare to the newer concept of providing programs for self-care of the aged and disabled, and rehabilitation and return to self-support for the younger families.

The 5 Social Services Commissioners are appointed by the Mayor for 4 year terms to serve without compensation. They are chosen on the basis of their interests in and understanding of the problems of public welfare and are removable from office by the Mayor only for cause after written charges and a hearing by the Mayor. The Social Services Commission shall be a policy-determining and supervisory body with powers as provided in Section 19 of the Charter.

The Social Services Commission appoints the Director of Social Services, who is the General Manager and serves at their pleasure. The Director shall possess the qualifications and experience essential to the conduct of a complete program of public welfare (social services); and he is the chief executive responsible for the enforcement of the rules and regulations of the Commission, including the power to establish such divisions and bureaus as may be necessary. The Director serves at the pleasure of the Commission.

The Social Services Department operates under State law (Welfare and Institutions Code) to administer public assistance to those in need, such as the poor, the aged, the blind, needy children, etc. Most of the funds expended by the Department for aid are derived from State and Federal Grants-In Aid, includes Maintenance of Minors, Aid to Needy Children-Blind-Aged-Disabled-Medical Assistance to Aged, Medical Care Programs for Needy Children-Blind and Aged, etc. Detailed claims for reimbursements are filed with the designated State agencies, and such claims are prepared by the Controller and subject to routine State and Federal audits.

A person seeking financial or other aid must make application to the Department of Social Services (refer to the telephone book under San Francisco City and County). Each applicant is investigated and aid is allowed only if a need for public assistance is indicated and permitted by the applicable law.



12-8-66

CONTROLLER (CHARTER SECTION 63 AND OTHER SECTIONS AS CITED)

The controller is appointed by the Mayor subject to confirmation by the B/S. He must be a citizen, a resident of the City for not less than 5 years, an elector for at least one year and qualified on the basis of training and experience (7 and 63). The Controller may be removed by 2/3rds vote of the B/S or by recall (63 and 179). Suspension and removal provisions of Section 11 do not apply to the Controller.

The Controller is a City and County officer, the County Controller and Auditor and the Chief Accounting Officer of the City and County (4, 63, 64 & Government Code 26880 & 26881). He has the powers and duties conferred by general laws and by the Charter (18). He has general supervision over accounts of all officers, commissions, boards and employees in the receipt, collection or disbursement of City and County funds. The Controller prescribes the method of installing, keeping and rendering accounts and financial reports to be rendered by officers, boards and employees of the City (64).

The Controller is bonded for \$100,000. He performs the duties and discharges the responsibilities imposed upon the office by: Federal law, State law, Charter of the City and County, Ordinances and Resolutions of the B/S, and requests of the Mayor, members of the B/S, boards, commissions, Parking Authority, Redevelopment Agency, S.F. Unified School District and department heads.

Charter Section 20 designates the Controller as a department head for the appointing, disciplining and removal of officers, assistants and employees as may be authorized. He assigns duties and work to all employees under his supervision and makes department rules, regulations and policies. He may hold hearings, subpoena witnesses and administer oaths and inquire into matters affecting the conduct of any department or office of the City and County (21) without interference in administrative matters (22).

The general powers and duties of the Controller; the description of the financial reports he must prepare and distribute; and the circumstances under which he shall make audits are outlined in this publication under Charter Sections 64, 65 and 66. The B/S shall order an audit of the Controller's books to be made by Certified Public Accountants.

The Controller recommends the amount of bond for employees of boards and commissions (19i). He is custodian of all official bonds except his own which is kept by the Mayor. The Controller examines the sufficiency and solvency of sureties thereon and reports to the Mayor (67). The Controller (or an assistant) must be present when the Treasurer's joint custody safe is opened (83); and he is a recommending officer for the designation of deposit banks to be a clearing house (84).

CONTROLLER (CHARTER SECTION 63 AND OTHER SECTIONS AS CITED):

The Controller has a vital role in all phases of preparing annual budgets and appropriation ordinances. The procedures to be followed in submitting and checking budget estimates, capital improvement project proposals, the form of budget estimates and personal service estimates; and submitting a consolidated budget to the Mayor by March is explained in detail in Sections 69, 69.1, 70 and 71, and Chapter 3 of the S.F. Administrative Code. The procedures to be followed relative to the adoption of the budget and the appropriation ordinance and annual appropriation ordinance, and climaxed by the tax levy are outlined in Sections 72, 73 and 78.

The Controller determines that there is legal authority for all monies received and deposited by City and County departments with the Treasurer to the credit of a legally established fund (82). For example, deposits in the Treasury include collections authorized from: tax levies; State or Federal subsidies or grants; proceeds from sales of bonds approved by the electorate; fees, licenses, permits, service charges, etc, approved by the B/S in the S.F. Municipal Code or by the State; collections made in accordance with approved agency or trust agreements; or perhaps gifts which have been accepted by the B/S (19e). There are approximately 200 funds in which the receipts may be deposited. Each fund is a separate entity and the Controller maintains a separate group of general ledger accounts for each fund.

Disbursement of funds in the Treasury shall be made by authorized transfers to other funds or by warrants which designate the fund as well as the applicable appropriation account (76, 77, 82 and 85). The Controller's staff reconciles the Treasurer's monthly statements of fund balances and warrants cashed; and the General Audit Division audits the accounts of the Treasurer each month (66).

In maintaining the required accounts and records, the Controller must follow the legal guide lines and fiscal procedures as prescribed in Charter Sections as follows: 75-Departmental Revolving Funds; 76-Appropriation Accounts-Designation of Funds; 77-Transfers; 78-Tax Levy; 79-Emergency Reserve Fund; 80-Fund Balances-Supplemental Appropriations; 81-Cash Reserve Fund and Temporary Loans-Tax Anticipation Notes; 82-Receipt, Custody and Deposit of Funds, Investment of Trust Funds; 83-Custody of Moneys and Securities; 84-Clearing House Representative; 85-Expenditures and Payment of Claims; 86-Limitation on Incurrence of Liabilities; and 87-Limitation on Claims and Damages.

The Controller also is obligated to impose the restrictions and conform to the procedures prescribed for the Purchasing Department (88 thru 90); the Director of Property (91 thru 94); Public Works and Purchasing Contracts (95 thru 100); Bond Issue Procedure (100 thru 105); Public Works and Improvements (106 thru 114); and numerous procedures set forth throughout the S.F. Administrative and Municipal Codes, such as Purchasing Procedure, Contract Procedure, Payroll Procedure, Budget Procedure, Finance, Taxation and other Fiscal Matters, Licenses and Permits, and many other sections.

CONTROLLER (CHARTER SECTION 63 AND OTHER SECTIONS AS CITED):

The Controller has many further official duties and functions in connection with financial or fiscal matters concerning the City and County of San Francisco, such as: County Auditor and Approving Officer for disbursements of the S.F. Unified School District; Controller-Auditor of the S.F. Bay Area Rapid Transit District and a member of the Advisory District for that district; Controller-Auditor of the Hunters Point Reclamation District; Approving Officer for disbursements of the Economic Opportunity Council of S.F.; Approving Officer for disbursements of the Human Rights Commission.

The Controller has been appointed to a number of City and County Committees, such as: State Legislation; Federal Legislation; Regional Service; Unification of San Francisco and San Mateo Counties; Rate Board; Charter; Merit Award; Redevelopment Negotiating; Mayor's Cabinet; Board of Review; Disaster Council and Corps; Interagency Committee for Urban Renewal; Committee to Study Matters before Congress; Southern Crossing; and including other such as: Insurance Program Survey; Palace of Fine Arts Trustee; Consultant with Legislative Representative when B/S cannot act; determination of financial policy with Legislative Representative; Redemption Officer; Taxicab Rate Recommendation; Hospital Rate Recommendation; Authorized Social Security Agent; Approval of construction expenditures, operating budgets and expenditures in various non-profit corporations including public parking garages and Candlestick Stadium. The miscellaneous duties such as described in this paragraph may expand or be discontinued as new community projects or policies are adopted.

PURCHASING DEPARTMENT (CHARTER SECTIONS 88 THRU 90):

The Purchasing Department shall be administered by the Purchaser of Supplies who shall be appointed by the Chief Administrative Officer, and serve at his pleasure. The Department includes the functions and personnel of the Bureau of Supplies, the operation of Central Stores and Warehouses and the operation of Central Garages and Shops (61).

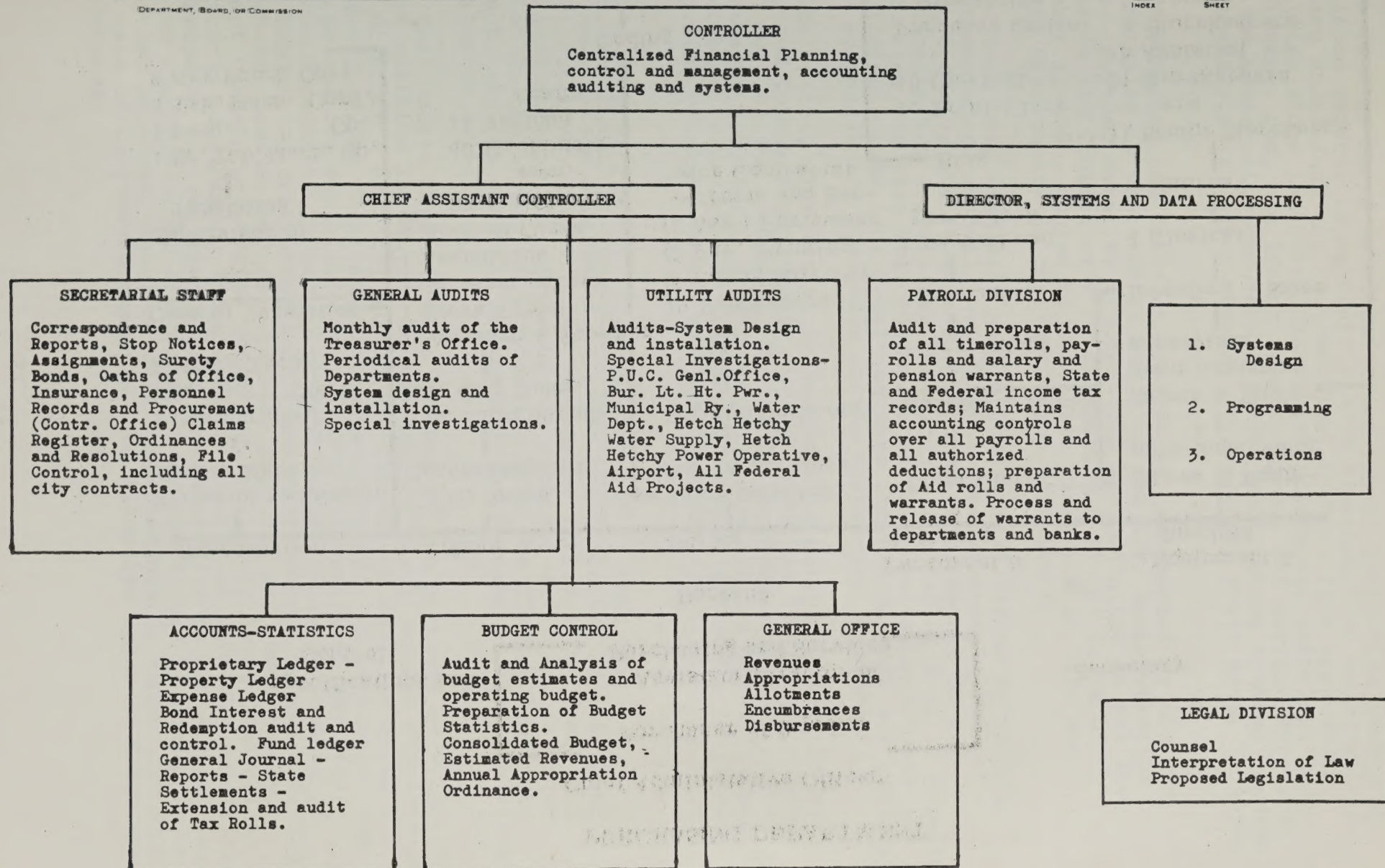
A staff of expert buyers comprising the Bureau of Buying purchases materials and supplies, equipment contractual services-including insurance and contracts for service, and things of unusual character as to the purchasing thereof.

The functions of the Bureau of Stores and Equipment includes: maintenance of a central warehouse and storerooms in various departments; selling of surplus such as old automobiles, scrap metal, waste materials, sand, etc.; exchanges of equipment between departments; maintaining of perpetual inventories in all departments; control of entire fleets of automobiles-including insurance and reporting of accidents.

DEPARTMENT, BOARD, OR COMMISSION

INDEX

SHEET



ORGANIZATION CHART

PURCHASING DEPARTMENT

Chief Administrative Officer

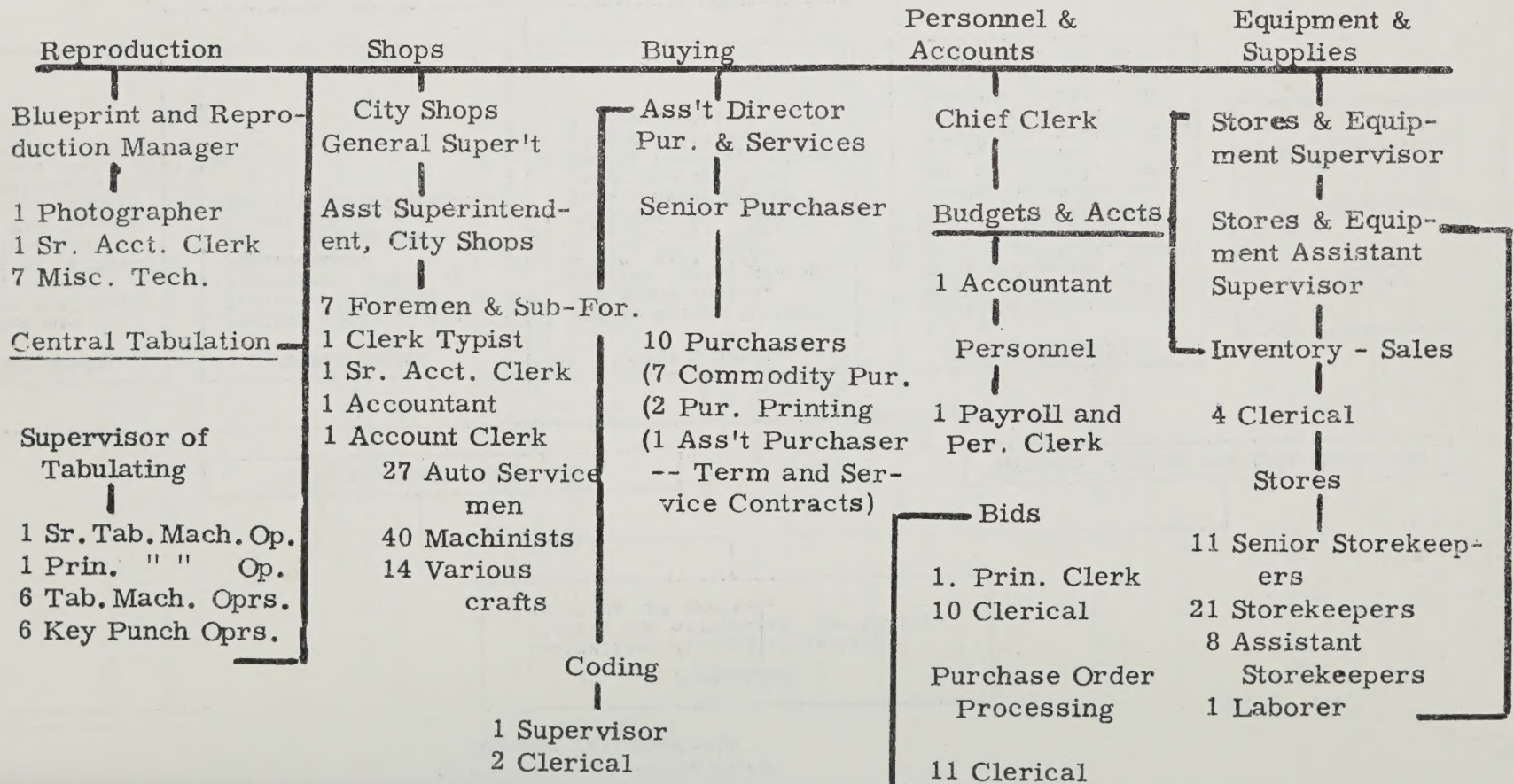
Purchaser of Supplies

Specifications and
Control

Assistant Director of
Purchasing and Services

Secretary

Bureaus



(Aug. 1966)

The Bureau of Shops maintains major repair facilities manned by qualified experts to maintain a wide assortment of equipment in working order such as: automobiles, trucks, fire apparatus; auxiliary shops including blacksmith, patterns, painting, hose, upholstery, body and fender repair, tires, and service stations; machine shops which may repair pumps; ventilating systems, sewage treatment plants, power mowers, compressors, power saws, tillers, etc.

The Purchasing and Contract Procedures, as enacted by the B/S, are detailed in Chapters 21 and 6 of the S.F. Administrative Code. Further detailed explanations are contained in the Purchaser's and Controller's Procurement and Fiscal Guide of October 1, 1966, copies of which are available to City and County Departments in the Purchasing Department.

Many items used regularly and in substantial volume by various departments are annually scheduled in term proposals and contracted for by the Purchaser, to cover requirements of all departments for a specified term and/or for definite or indefinite quantities, to take full advantage of large volume discounts and to eliminate time lags resulting when individual bids are requested. Such proposals are available in the Purchasing Department.

A wide variety of articles or services is purchased for the many City and County departments, including things frequently needed such as: office equipment, furniture, automobiles, auto parts, stationery, printing, drugs, hospital supplies, foodstuffs, meats, vegetables, canned goods, hardware, laundry services, janitorial supplies, paints, lumber, and many others.

REAL ESTATE DEPARTMENT (CHARTER SECTIONS 91 THRU 94):

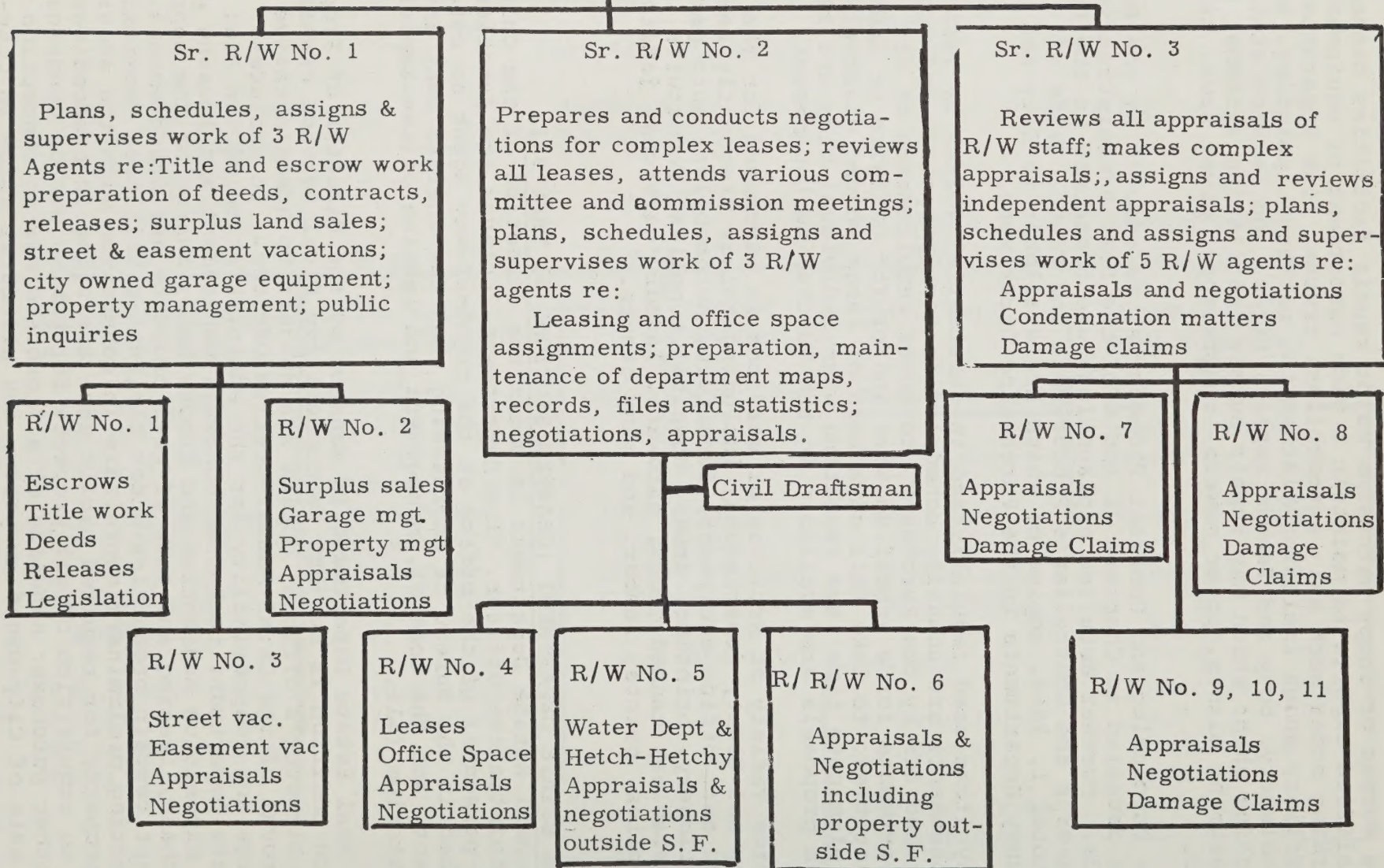
The Real Estate Department is under the direction of the Chief Administrative Officer. The Department includes the functions and personnel of the office of the right-of-way agent as established in the Bureau of Engineering when the Charter went into effect, and the control, management and leasing of the Exposition Auditorium (61).

The Real Estate Department is managed by the Director of Property which position is subject to competitive Civil Service examination. The Director's official duties are subject to administrative approval of the Chief Administrative Officer. It includes: the charge and responsibility for the administration of the Real Estate Department including control, management and leasing of the Exposition Auditorium and Brooks Hall; charge of the appraisal, purchase, leasing and sale of real property and improvements, except certain properties under the Public Utilities Commission; directing preliminary appraisals in connection with the acquisition of property for required public use; assisting in proceedings leading to acquisition of all property for public use by condemnation or other purchase; handling of all proceedings in connection with the sale of City-owned property; and allocates space in City-owned properties.

DIRECTOR OF PROPERTY

ASSISTANT DIRECTOR OF PROPERTY

Sept. 23, 1966



Additional powers, duties and procedures applicable to the Director of Property were prescribed by the B/S and are detailed in sections of the San Francisco Administrative Code, as follows:

Sections

- 1.17 Use of City property for decorative purposes.
- 1.18 Agreement for maintenance of birthplace of Fray Junipero Serra, in Petra, Mallorca, Spain.
- 4.1 4.9 Allocation of space in City Hall and Hall of Justice, including installation of vending machines (with Purchaser of Supplies).
- 6.2 Empowering the Director of Property to award contracts for the demolition and razing of City-owned buildings (Contract Procedure).
- 10.43-5 Procedure covering refunds of rental deposits on the Civil Auditorium and Brooks Hall.
- 17.11 17.20 Duties of the Director of Property in connection with leasing of land for off-street parking.
- 23.1 23.25 Real Property Transactions: In General; Inter-departmental Transfer of Real Property; Leases When City is Lessee; Leases When City is Lessor.

DEPARTMENT OF PUBLIC WORKS (CHARTER SECTIONS 61, 106 THRU 114):

The Department of Public Works was placed under the direction of the Chief Administrative Officer who shall appoint and may remove the Director of Public Works who has charge of the Department. The Department includes the functions and personnel of the Department of Public Works as established at the time this Charter shall go into effect, including the functions and personnel of the telephone exchange (61).

The Director of Public Works shall appoint or may remove the City Engineer who has power as granted by law to City Engineers and County Surveyors and make official acts relative to plats, surveys and certificates (106).

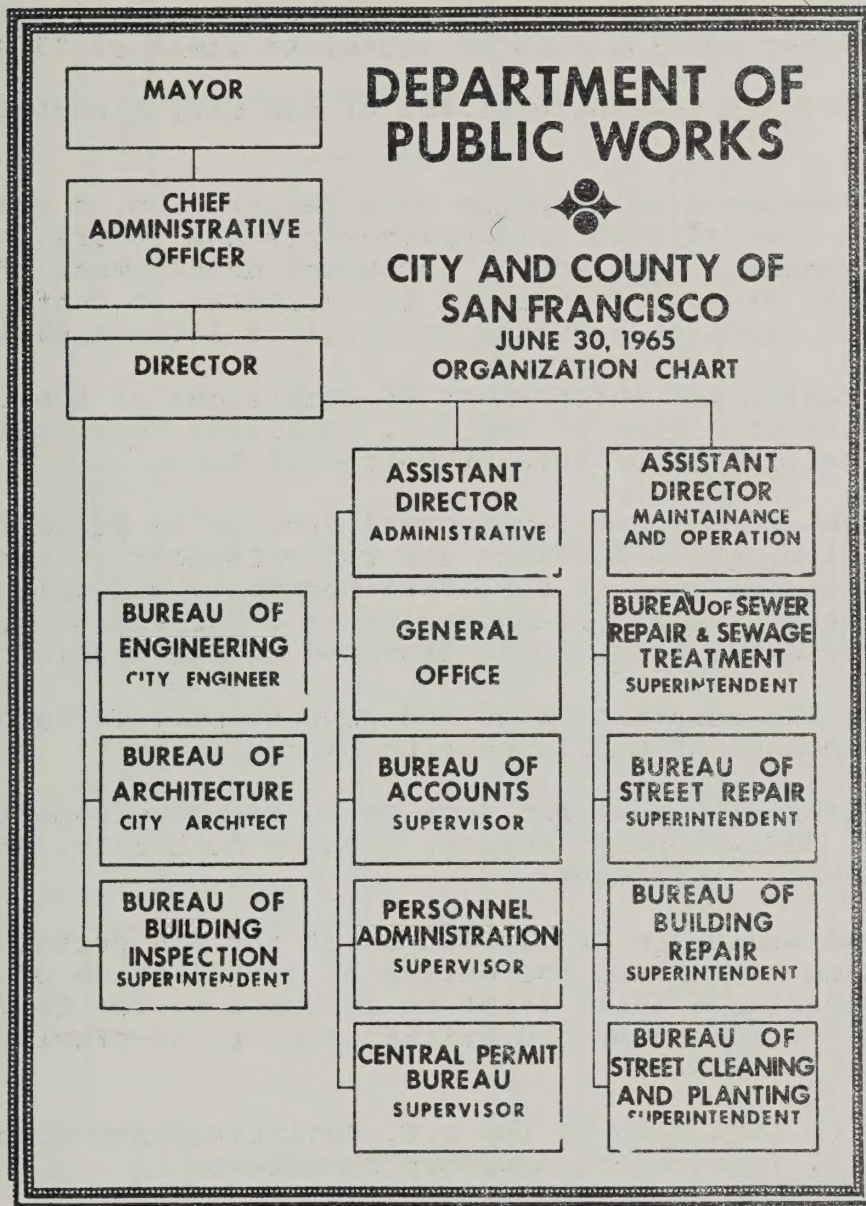
The Director of Public Works shall upon request, furnish the B/S with information and data relative to public improvements (except those of P.U.C.). The Director has the duty of notifying the Tax Collector of any delinquent assessments; cooperating with the Police Department in matters pertaining to traffic (signals, laws, safety, education, research, planning, etc. (107 and 107.1).

The functions and duties of the Department of Public Works concerning accepted streets; patented pavements; special assessment projects; sewer, water and other connections; defective sidewalks and spur tracks are explained in Sections 108 thru 114 of the Charter.

Functions and duties of the Department of Public Works may be divided into bureaus and divisions as follows:

- 1-BUREAU OF ENGINEERING-includes divisions of: Streets and Highways, Recreation and Park Engineering; Design; Contract Administration; Surveys and Mapping; Construction and Traffic Engineering.
- 2-BUREAU OF ARCHITECTURE-is divided into (1)-Preparation of plans, specifications, and estimates; and (2)-Supervision of construction.
- 3-BUREAU OF BUILDING INSPECTION-includes: Building Plans; Fire Prevention; Urban Renewal; Boiler Inspections; Electrical Inspection; Building Inspection; and Plumbing Inspections.
- 4-BUREAU OF SEWER REPAIR & SEWAGE TREATMENT-includes Divisions for: Sewage Treatment; Sewage Pumping; and Sewage Repair.
- 5-BUREAU OF STREET REPAIR-includes: Asphalt Division; Resurfacing Division; Concrete Division; Asphalt Plant; Bridges and Tunnel Maintenance and Operation.
- 6-BUREAU OF BUILDING REPAIR-includes various Maintenance and Repair Shops (carpenter, electric, lock, sheetmetal, cement, glazing, plumbing, steamfitting and janitorial services). Services are provided to the: City Hall, S.F. General Hospital, Laguna Honda Hospital, Hassler Hospital, Civic Auditorium and Brooks Hall, Hall of Justice and other Public Buildings.
- 7-BUREAU OF STREET CLEANING AND PLANTING-The street cleaning is divided into 5 districts; and the Planting Division into: Institutions and Street Planting.
- 8-ADMINISTRATIVE BUREAUS-includes: Bureau of Accounts; Central Permit Bureau; Central Telephone Exchange; Personnel Administration; and Contract Administration.

Various sections of the S.F. Administrative Code which affect the Department of Public Works are: 1.16-Care and Maintenance of Public Monuments; 10.3-2-Streets and Road Expenditures; 10.84 thru 10.87-Special Gas Tax Street Improvement Fund; 10.117-1-Litter Control; 10.118 thru 10.124-Procedure for Financing Public Facilities; 26.1 thru 26.5-Subdivisions; and Chapter 6-Contract Procedure. Also, of concern are various divisions of the S.F. Municipal Code: Building; Fire; Electrical; Plumbing; Licenses and Permits, etc.



CITY PLANNING DEPARTMENT (CHARTER SECTIONS 115 THRU 116 & 69.1):

The City Planning Department was established pursuant to provisions of Charter Section 115. The Department is managed by a Planning Commission consisting of five members appointed by the Mayor for 4 year terms plus the Chief Administrative Officer and the Manager of Utilities as ex officio members. The 5 appointive members receive \$15 per meeting with an aggregate limit of \$5,000 per year.

The functions and responsibilities of the City Planning Department includes:

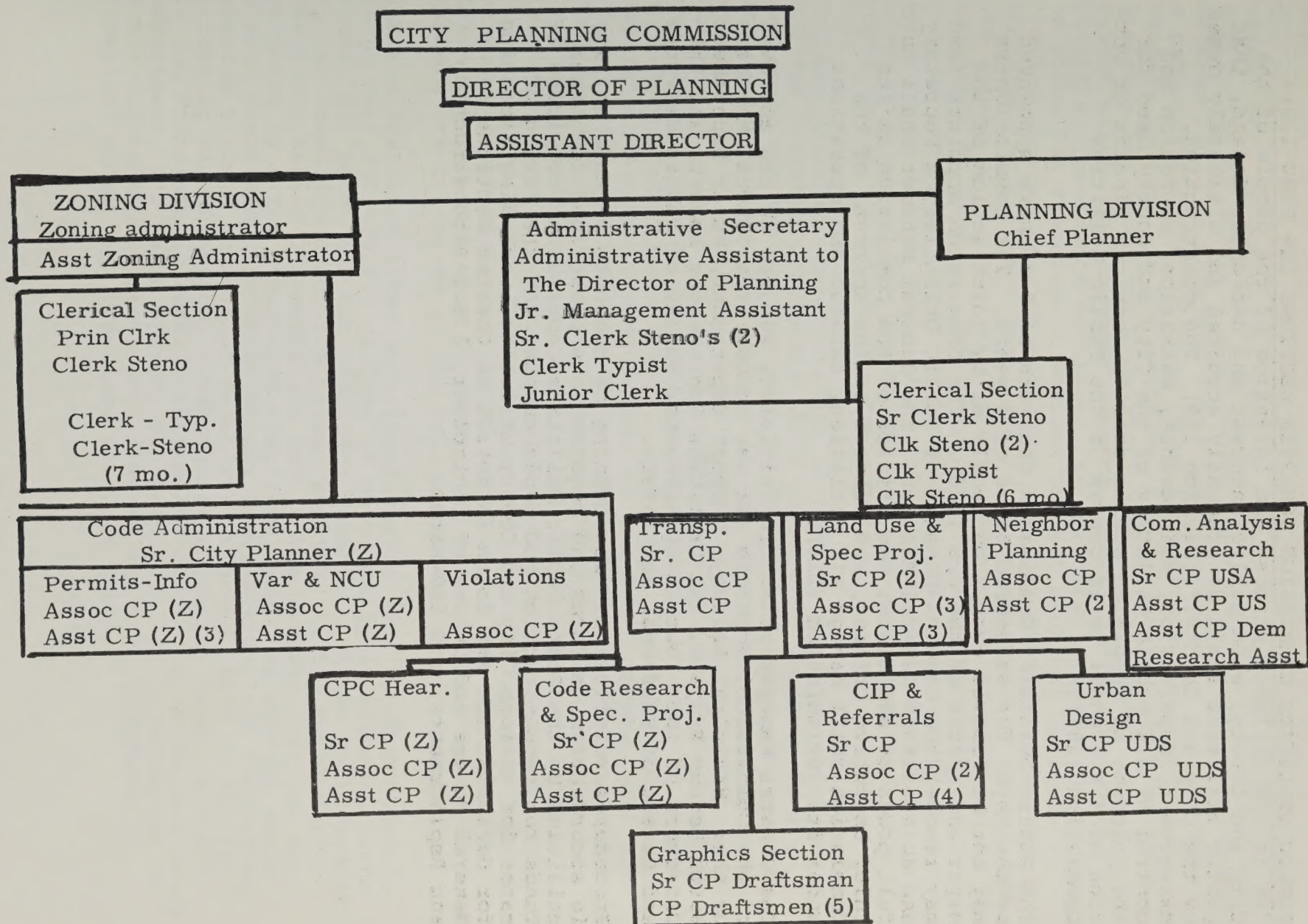
- 1-establishment and maintenance of a Master Plan, a comprehensive, long-term general plan for improvements and future development of San Francisco as a whole; including development of a Capital Improvement Program for public expenditures in conformity with the Master Plan, as provided in Sections 116 and 69.1.
- 2-administration and enforcement of provisions of the City Planning Code, which is a part of the S.F. Municipal Code, relating to the general use of private property (117).
- 3-development of a Community Renewal Program to guide future conservation, rehabilitation and redevelopment activities. (Section as provided by the State Community Redevelopment Law; and the selecting and recommending of conservation areas for Code enforcement programs as provided in the Housing Code.)
- 4-advise in the preparation of and approve private land subdivisions and development of public housing plans.

The City Planning Department acts in an advisory capacity to the Mayor, B/S, Redevelopment Agency, Housing Authority, and other City and County departments.

Any proposed ordinance or resolution of the B/S pertaining to matters which may affect the duties or jurisdiction of the City Planning Department shall first be referred to the City Planning Commission for its study and written report, as provided in Charter Section 116.1.

Sections 3.05 thru 3.08 of the S.F. Administrative Code provides for a Capital Improvement Advisory Committee.

SAN FRANCISCO DEPARTMENT OF CITY PLANNING
Organization Chart 1967-68



PUBLIC UTILITIES COMMISSION (CHARTER SECTIONS 119 THRU 133):

"It is the declared purpose and intention of the people of the City and County, when public interest and necessity demand, that public utilities shall be gradually acquired and ultimately owned by the City and County." (Section 119) The construction, management, supervision, maintenance, extension, operation and control of all public utilities of the City and County used for the purposes of supplying public utility services (inside or outside of S.F.) shall be in charge of the Public Utilities Commission (121).

The Public Utilities Commission consists of 5 members appointed by the Mayor for staggered terms of 4 years. The Commissioners may not be removed except by recall or by joint action of the Mayor and 3/4ths of the B/S (120). The Commission appoints (and may remove) the General Manager of Public Utilities, a Secretary and an Assistant General Manager. The General Manager shall have full power to administer the affairs of the Commission as its Chief Executive Officer, and subject to the approval of the Commission shall manage all utilities, bureaus and operations under its jurisdiction (124).

The General Manager of Public Utilities, subject to the approval of the Commission, appoints (or may remove) the General Managers of the: Municipal Railway, Airport Department, Water Department, Hetch Hetchy Project, and Utilities Engineering Bureau; and the Directors of the: Bureau of Accounts, Bureau of Public Services and Bureau of Personnel and Safety.

Procedures relative to: maintaining of accounts of each utility in accordance with forms and requirements prescribed for other utilities by the State Public Utilities Commission; providing of funds for reconstruction and replacements; and the fixing of rates for various City and County utilities, including financing for deficits, are set forth in detail in Charter Sections 64-General Powers and Duties of Controller, 128.1-Reconstruction and Replacements, and 130-Rates.

PUBLIC UTILITIES COMMISSION (CHARTER SECTIONS 119 THRU 133):

The Municipal Railway has provided good service at reasonable rates; but, unfortunately on a deficit basis which required subsidization by tax levy approved by the B/S as provided in Charter Section 130. In November 1966, the electorate in S.F. rejected a proposed \$96,500,000 bond issue to modernize the Municipal Transit System. In the meantime, the Bay Area Rapid Transit District has commenced construction of its regional transit system within the downtown area of San Francisco. The Public Utilities Commission continues its extensive studies and efforts to solve San Francisco's serious transit problems in order to provide the people with excellent services at fair rates and in coordination with the local system being constructed by B.A.R.T. The extent of the city-wide transit service being provided by the Municipal Railway is abundantly detailed in 3 pages in the front part of the Yellow Pages of the San Francisco Telephone Directory. Services by street cars, cable cars and coach lines are not only shown on a map of San Francisco, but also detailed for each route or line as to streets traversed.

- The San Francisco International Airport is the commercial aviation hub for Northern California and a portion of Nevada. In air passenger and freight volumes, it ranks high nationally and on a world-wide basis. The Airport is one of the keys to the economic welfare of the Bay Area, forming the nucleus around which a vast network of related industrial activities has developed, including over 20,000 persons employed at the Airport and over 25,000 more in related jobs around the S.F. Bay Area. The following Airlines maintain schedules operating out of the S.F. International Airport: American Airlines; Delta; Japan Airlines; National Airlines; Pacific Airlines; Pacific Southwest Airlines, Lufthansa German Airlines, Canadian Pacific Airlines, Air California, British Overseas Airways, The Flying Tiger Line (freight), Pan American; Philippine Airlines; Qantas; Trans World Airlines; West Coast Airlines; Western Airlines; United Airlines; S.F.O. Helicopter Airlines; and with more to come. The local offices and telephone numbers are contained in the Yellow Pages of the phone book.

The San Francisco Water Department serves over 2,000,000 people using over 200,000,000 gallons of water daily in Alameda, Santa Clara, San Mateo and San Francisco Counties. Water is transmitted to San Francisco about 175 miles, starting in the Hetch Hetchy Reservoir behind O'Shaughnessy Dam in the Sierras, serving dual purposes by first generating electrical power at several power plants comprising the Hetch Hetchy Power System, and thereafter passing through tunnels or pipelines, storage lakes to finally arrive in San Francisco. Information regarding water services in San Francisco is readily obtainable at the San Francisco Water Department, 425 Mason Street, San Francisco, or by telephone at their different divisions as listed in the S.F. Telephone Directory under "San Francisco City and County."

SAN FRANCISCO UNIFIED SCHOOL DISTRICT (CHARTER SECTIONS 134 THRU 139):

All public schools in the City and County of San Francisco are within the jurisdiction of the San Francisco Unified School District and shall be under the control and management of the Board of Education consisting of 7 Commissioners as provided by Section 134 of the Charter. The Board of Education appoints the Superintendent of Schools who has the powers fixed by General State law and those specified in the Charter for department heads. The Superintendent may be removed for misconduct or incompetence after written charges and a public hearing in accordance with procedures outlined in Charter Section 136.

The Board of Education is empowered by State law and the Charter to establish and maintain public schools, and modify, consolidate or discontinue same as the public welfare may require. The powers and duties of the Board of Education with respect to local law is generally set forth in Charter Sections 134 thru 139.

Upon recommendation of the Superintendent of Schools, the Board of Education is empowered to employ teachers or other certificated employees and fix their salaries. However, non-teaching, non-technical and other non-certificated employees of the School District are classified by and employed through the Civil Service Commission of the City and County.

The San Francisco Unified School District is a separate political entity. Under State law, it has the power to levy its own tax on real estate and personal property to finance its operations. The S.F.U.S.D. prepares its own budget which is approved by the Board of Education by formal resolution. The annual budget cannot be modified by the Mayor or the B/S without approval of the Board of Education. The School District's annual budget requirements are computed as a separate tax levy which is added to the City and County's levy (with any other similar special levies such as B.A.R.T.D.) to produce one consolidated tax rate and amount on one bill.

The San Francisco Unified School District has adopted the various fiscal and other procedures prescribed in the Charter for City and County departments. The School District avoids the necessity of establishing and maintaining separate divisions for functions which are well established in various City and County departments. The District utilizes the services and conforms to the procedures prescribed for City and County departments such as: Purchasing Department; Treasurer; Controller; Department of Public Works; Employees Retirement System; Health Service Commission; City Planning; Board of Supervisors; and various departments which provide services generally available to the School Department.

Superintendent of Schools and Secretary to the Board

ASST SUPTS	Asst. Supt. Elem. Sch.	Asst Supt Jr. High	Asst. Supt. Sen. High	President City Coll.	Asst Supt Adult/VocEd	Asst Supt Human Rel	Fiscal Officer	Asst Supt Bldgs/ Grnds.
CO-OR DINATORS	Adult Educa	Child Welfare	Curriculum	Industrial Arts	Personnel	P. E. /Health/ Recreation	Salaries	Fed/State Projects
DIRECTORS	Art	Children's Centers	Instruc. Materials	Music	Research	Home- making Ed.	Asst Fiscal Officer	
SUPER- VISORS	Art	Art	Bldg/ Grnds.	Cafeteria	Compens. Educ.	Child Welfare	Atypical	Physic. Handic.
	Physic. Handic.	Child Guid. Service	Counsel/ Guidance	Class Personnel	Educ. Inform.	Elementary	Elementary	Elementary
	Music	Music	Music	Occup Prepa	Health & P. E.	P. E. & Athlet.	Elementary P. E.	Elementary P. E.
	Elem. P. E	Second'ry	Supplies	Texts/ Lib.	Tr/ Tech Ed	Trade/ Tech Ed.		

Each year several teachers are brought into the Central Office on leave from their schools, as curriculum assistants to work on instructional projects with the Curriculum Coordinator. Occasionally teachers are assigned for a temporary period for a special project. R. O. T. C. Adm. Personnel is provided by the U. S. Army. The staff provisions as outlined above can best be seen in relationship to the size of the S. F. Unified School District. Its basic features are:

Schools Operated and Enrollments -- October, 1965

Elementary	101	49,519	City College of SF	1	10,522
Special Schools	10	1,457	Children/s Centers	25	1,467
Junior High	15	20,827	Elementary		
Senior High	8	21,248			
Adult Schools	4	19,615	* Adults		
Vocational/Trade -- Day *	1	593			
Vocational/Trade -- Evg.*	1	3,511			
Samuel Gompers	1	585			

Summer School Programs

Elementary	8
Junior High	8
Senior High	4
Junior College	1
Adult	1
Special Schools Program	

(Revised -- August 1966)

The Education Code of California prescribes the legal basis for all activities of the S.F.U.S.D. with reference to authority, powers, duties, functions, procedures, etc., relative to subjects such as: School District Accounting and Management, including: funds, appropriations, budgets, depositaries, expenditures, records and reports; Bonds for Improvements, Performance or Surety; Borrowings; State Assistance in County School Funds; Taxes; County Treasurer; Student Organizations; School Property Management; Claims; Compensations; Contracts or Leases; Employees, Fees, etc.

CIVIL SERVICE COMMISSION (CHARTER SECTIONS 140 THRU 157):

The Civil Service Commission shall be the employment and personnel department of the City and County. It has the duty of appointing qualified and eligible persons to the public service, solely upon merit and fitness, as established by appropriate tests, without regard to partisan, political, social or other considerations. "The tests may be written, oral, mechanical or physical, or any combination of them, practical in character and related to matters fairly to test the relative capacity of the applicants for the positions to be filled." (140, 141 and 145) The Commissioners must subscribe to and file the following oath with the County Clerk upon entering office:

"I am opposed to appointments to the public service as a reward for political activity and will execute the office of Civil Service Commissioner in the spirit of this declaration." (140)

The Civil Service Commission shall consist of 3 members appointed by the Mayor, for staggered terms of 6 years. Each Commissioner shall receive a monthly salary of \$100. A Commissioner may be removed only upon written charges by the Mayor, a public hearing and by 3/4ths vote of the B/S as provided in Charter Section 11. The Commission appoints the General Manager-Personnel, who shall hold office at its pleasure, as provided in Charter Section 19. The General Manager-Personnel also assists and advises the Commission in the formation of policy, procedures, rules and regulations. Powers, duties, rules, procedures and functions authorizing and regulating the activities of the Civil Service Commission as the employment and personnel department of the City and County are extensively prescribed in the:

- 1-CHARTER: Sections 140 thru 157 (Civil Service); 7-Qualifications of Officers and Employees; 19-Powers and Duties of Boards and Commissions (appointments); 219 thru 226 (Per Diem and Mileage, Office Hours, Civil Service Exemption, Prohibited Practices-Officers and Employees, Participation in Contracts, Penalty for Official Misconduct); and many other sections pertaining to appointive positions.
- 2-SAN FRANCISCO ADMINISTRATIVE CODE: Chapter 16-Officers and Employees-Generally (see index in separate section of this book).
- 3-RULES AND REGULATIONS prescribed by the Civil Service Commission, pursuant to Charter Section 20.

CIVIL SERVICE COMMISSION (CHARTER SECTIONS 140 THRU 157):

4-Classifications of Duties of Positions, adopted by the Civil Service Commission, pursuant to Sections 141, 151 and 151.3 and other pertinent sections. Details of job or position specifications are on file in the Civil Service Commission Office, and also are printed on Scopes of Examinations.

Compensations for miscellaneous employees (14,000) are set in accordance with generally prevailing rate of wages for like service and working conditions in private employment or in other comparable governmental organizations in California (151 and 151.1 relating to Standardization). Police and Fire Department members are paid at basic rates set annually in accordance with formulas prescribed in Charter Sections 35.5.1, 35.5.2, 36.2 and 38.01. Railway platform personnel and wages for organized trades and crafts are set annually in accordance with provisions of Charter Section 151.3. Compensation of employees of the Municipal and Superior Courts are set by State law.

The City and County of San Francisco employs about 20,000 persons in the various departments in a wide variety of job classifications established by the Civil Service Commission. Eligible and qualified citizens and residents of San Francisco may obtain application blanks or information regarding future examinations from the office of the Civil Service Commission on the first floor of the City Hall. Residence requirements may be waived when qualified residents are not available. Examinations are frequently or occasionally conducted for: police officers; firemen; bus operators; social service workers; hospital workers such as nurses, orderlies, porters, janitors, laundry workers, or technicians; cafeteria or kitchen helpers; recreation directors or park attendants; gardeners; nursery workers; office help such as accountants, clerks, typists, stenographers, personnel examiners; storekeepers; meter readers; engineers; draftsmen; architects; librarians and pages; crafts-trades-journeymen such as carpenters, plumbers, electricians, painters; laborers; etc., and many other classifications.

EMPLOYEES' RETIREMENT SYSTEM (CHARTER SECTIONS 158 THRU 172):

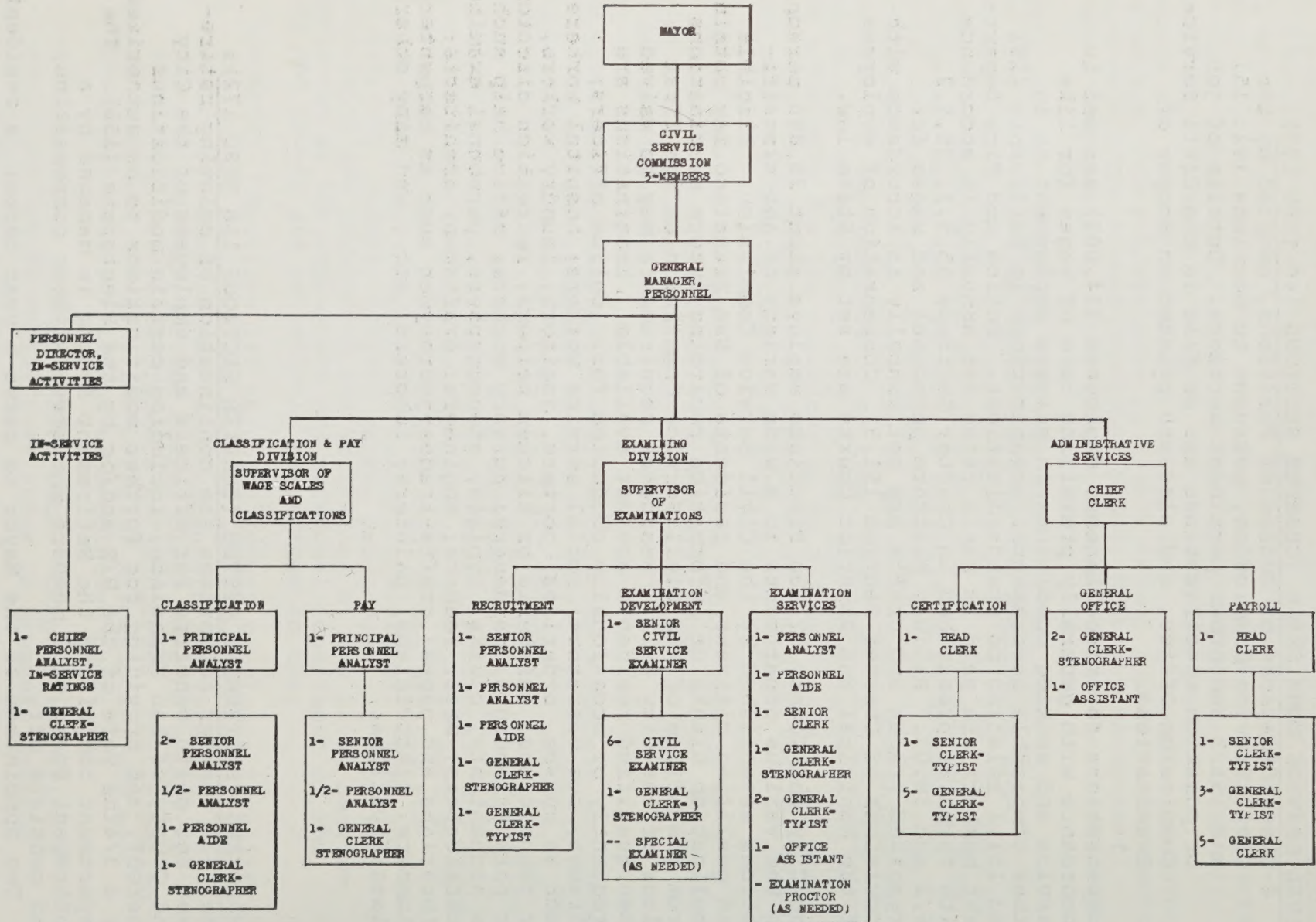
The 1932 Charter authorizes the continuation of existing retirement and death benefits for officers and employees of the City and County of San Francisco, including certain modifications thereof, and providing for further modifications to be authorized by a 3/4ths vote of the B/S and/or by the Electorate (158). The department comprising the Retirement System is managed by a Retirement Board of 7 members who serve without compensation, and consists of:

Two appointees of the Mayor to serve 5 year terms: a resident of a life insurance company, and an official of a bank;

Three active members of the System, elected for 5 year terms by the active members;

Two ex officio members: the President of the B/S, and the City Attorney (or his designated representative).

CIVIL SERVICE COMMISSION



WORKMEN'S COMPENSATION SECTION

450 McALLISTER STREET

Phone 558-3826, Mr. Guth

**MEDICAL SERVICES FOR EMPLOYEES OF
CITY AND COUNTY AND THE SCHOOL DISTRICT
INJURED IN PERFORMANCE OF DUTY**

I. FOR TREATMENT OF INJURIES NOT REQUIRING IMMEDIATE ATTENTION, send the injured employee to:

WARD 45, San Francisco Hospital

22nd and Potrero — 648-8200

10:00 A.M. to 4:00 P.M. (Monday through Friday)

OR, BY AUTHORIZED APPOINTMENT ONLY, TO

RAFAEL P. BRICCA, M.D.

909 Hyde St., Suite 222

673-0133

(2.) **MINOR INJURIES** which cannot be adequately treated on the job,

send the injured person to one of the following hospitals, calling the telephone number as given below for an ambulance if required:

ALEMANY HOSPITAL,

35 Onandaga Avenue

CENTRAL HOSPITAL,

135 Polk Street

431-2800

HARBOR HOSPITAL,

88 Sacramento Street

or

MISSION HOSPITAL,

22nd and Potrero Avenue

553-1575

PARK HOSPITAL,

Stanyan Street opp. Beulah

OR

WARD 45

SAN FRANCISCO HOSPITAL,

648-8200

22nd and Potrero Avenue

(open 24 hours every day)

III. Telephoned reports shall be made immediately to the Retirement System, Compensation Section, of all serious and fatal injuries. Also call the Safety Office, 558-4914.

IV. All injuries, except those requiring only (on the job) First Aid, shall be reported promptly through the Supervisor on Form 2, Employer's Report of Industrial Injury, to the Retirement System, Compensation Section.

V. Injuries requiring ONLY (on the job) FIRST AID shall be reported promptly to the employee's supervisor or department head, who shall see that First Aid is administered. The supervisor shall then complete the First Aid Form. This form shall be retained in the injured employee's personnel file.

**SAN FRANCISCO CITY AND COUNTY
EMPLOYEES' RETIREMENT SYSTEM**

**PLEASE POST PERMANENTLY
IN A CONSPICUOUS PLACE**

The Retirement Board appoints an Actuary and a Secretary to s at its pleasure, and may employ a consulting actuary from time to time. The Secretary or Actuary shall have the power to administer oaths and affirmations in all matters pertaining to the business of the retirement system. The Retirement Board shall have the authority and judge, under such general ordinances as may be adopted by the B/S, as to the conditions under which members may receive and may continue to receive benefits of any sort under the retirement system, and shall have exclusive control of the administration and investment of such fund or funds as may be established, provided that all investments shall be of the character legal for insurance companies in California (159).

The Charter, in Section 171.1.10 (7) provides for one merged Retirement Fund "To promote the stability of the retirement system through a joint participation in the result of variation in the experience under mortality, investment and other contingencies the contributions of both members and the City and County held by the system to provide the benefits under this section, shall be a part of the fund in which all other assets of said system are included.".... However, there are three basically different retirement plans funded out of one Retirement Fund, namely: (1)-Miscellaneous Employees, including School Department's members; (2)-Police Department's members; and (3)-Fire Department's members. A study of the Charter will show many section numbers with decimal number breakdowns which resulted from modifications of the 1932 Charter, approved by the Electorate relative to each of the three categories of employees represented in the Employees' Retirement System.

The Retirement Board has caused over \$350,000,000 of surplus monies to be legally invested in sound securities, as provided in Charter Section 159, and bearing interest averaging in excess of 4% per year. Said surplus has increased steadily since 1932. The major portion of the securities include investments in: public utilities, United States Government bonds, railroads, industrial companies, financial organizations, California municipalities, other municipalities, International Bank for Reconstruction and Development, and other Authorities.

In addition to the substantial amount of material devoted to the Retirement System in Charter Section 158 thru 172 (including many sub-numbers), there are about 117 sections in Chapter 16 of the San Francisco Administrative Code (16.29 through 16.88-7) which also relate to the affairs of the Employees' Retirement System.

The Retirement Board administers the benefit provisions of the State's Workmen's compensation program affecting the City and County's members, including teachers. (172) In 1959 the Electorate approved Charter Section 165.6, whereunder Federal Old-Age and Survivors Disability Insurance provisions of the Social Security Act was extended for the benefit of City and County employees and the School District Employees who elected to receive such coverage.

HEALTH SERVICE SYSTEM (CHARTER SECTIONS 172.1 THRU 172.1.15):
The Health Service System was established as a City and County department in 1958 by several Charter amendments, to provide adequate medical coverage for employees or officers of the City and County, San Francisco Unified School District and the Parking Authority, who are members of the Employees' Retirement System, and their dependents.

The Health Service System shall be administered by the Health Service Board of 7 members, who serve without compensation, and consist of:

- Two appointees of the Mayor: an official of an insurance company; and a doctor of medicine to serve 5 year terms;
- Three members elected by members of the System from among their number for 5 year terms;
- Two ex officio members: the Chairman of the Finance Committee of the B/S; and the City Attorney (who may designate his representative).

The Health Service Board shall appoint a full time medical director (doctor of medicine) to serve at its pleasure, or a full time qualified executive officer and a part time qualified Doctor of Medicine as a Medical Advisor.

The Health Service System is supported by contributions from its members plus certain contributions by the City and County, San Francisco Unified School District and the Parking Authority, as authorized in Charter Section 172.1.11.

The Health Service Board shall have power to review and revise medical care plans and fee schedules, for adoption, subject to approval by 3/4ths of the B/S. The Board shall have power and duty to keep and review historical costs annually; apply benefits without special favor or privilege; put plans into effect, contract for same, and use funds of the "System"; make rules and regulations; grant exemptions and admission of members to the "System"; and consider written proposals to have medical care for members.

REGISTRAR OF VOTERS (CHARTER SECTIONS 173 THRU 186):

The Registrar of Voters is a City and County officer (4) whose duties are governed by the State Elections Code and detailed under Sections 173 through 186 of the Charter. The Registrar of Voters is under the jurisdiction of the Department of Finance and Records and the position is subject to competitive Civil Service examination. He is responsible for the conduct, management and control of the registration of voters and of the holding of elections in the City and County of San Francisco.

The Registrar's regular staff is relatively small; however, the office force is heavily augmented by seasonal workers, as required, during registration and election periods.

HEALTH SERVICE SYSTEM

450 McALLISTER STREET

JULY 1, 1966

HEALTH SERVICE PLANS FOR PERSONS NOT IN MEDICARE PROGRAM

BENEFITS	PLAN I SYSTEM ADMINISTERED	PLAN II KAISER FOUNDATION	PLAN IV BAY MEDICAL GROUP
HOSPITAL	Free choice. \$33.00 per day, 31 days each fiscal year. \$330.00 auxiliary costs each fiscal year.	Kaiser Hospitals. 111 days for each disability each year, including auxiliary hospitalization ben- efits.	Free choice. \$30.00 per day, 100 days each disability. Auxiliary costs in full to \$500 and 75% next \$2000.
PHYSICIAN MEDICAL	Free choice. \$5.00 office, \$7.50 to \$12.50 home, \$5.00 hospital calls. First two visits for each condition, each fiscal year are deducti- ble, with the exception of injuries. 31 hospital calls, limitation of \$225 for of- fice and home visits.	Choice of panel. Office calls – no charge for subscribers, \$1 per call for dependents. Hospital calls covered. Home calls: first two, \$3.50 day, \$5.00 night; no charge after first two calls (each acute illness).	Choice of panel. Unlimited office, home and hospital calls. Office Calls – Member no charge – Dependents \$1.00 Home Calls – \$5.00 Members and Dependents Hospital Calls – no charge \$50.00 allowed for any doctor or labora- tory within 48 hours of accident in area.
PODIATRIST	California Medical Association 'Rela- tive Value Studies', August 1964 edition.	Not covered.	Not covered.
SURGICAL	California Medical Association 'Rela- tive Value Studies', August 1964 edition.	Full coverage.	Full coverage.
MATERNITY and PREGNANCY	Employee – \$120 for normal delivery after 10 months membership. No benefits for dependents. No hospitalization provided.	Employees – no charge. Dependents – \$60.00.	Employees and spouse covered for any condition after ten months membership. No hospitalization.
X-RAY THERAPY	California Medical Association 'Rela- tive Value Studies', August 1964 edition.	Full coverage.	See hospital auxiliary.
DIAGNOSTIC X-RAY and LABORATORY	\$75.00 out-patient allowance each fiscal year based on California Medical Asso- ciation 'Relative Value Studies', August 1964 edition. See hospital auxiliary.	Covered in full.	Covered in full. X-Ray study – \$1.00 each. Laboratory test – \$1.00 each. See hospital auxiliary.
AMBULANCE	\$25.00 per trip to or from hospital.	Within service area if authorized.	\$25.00 per disability.
EYE REFRACTIONS	Not covered.	Employees – no charge. Dependents – \$1.00 per visit.	Refractions – \$1.00.

EXAMINATIONS	See Physicians Medical	Covered.	Yearly check-up.
DRUGS and MEDICINES	In-hospital drugs covered under base plan under the \$330.00 auxiliary hospital benefits. Out-patient drugs not covered under base plan. See Major Medical.	Covered in full when hospitalized. Provided at reasonable charge to out-patients.	See hospital auxiliary. Provided at reasonable charge to out-patients.
PHYSIOTHERAPY	Major Medical only.	Employees – no charge. Dependents – \$1.00 per visit.	\$1.00 per visit in office. See hospital auxiliary.
IMMUNIZATIONS for CONTAGIOUS and INFECTIOUS DISEASES	Physician's service provided, subject to deductible provisions. Cost of vaccines – see Major Medical.	Physician's service provided. Cost of vaccines and antitoxins at reasonable rates.	Physician's service provided. Cost of vaccines and antitoxins at reasonable rates.
PRE-EXISTING CONDITIONS	Covered.	Covered.	Covered.
CHILDREN'S ELIGIBILITY	14 days to 23 years if unmarried, and solely dependent upon member for support.	14 days to 23 years if unmarried, and solely dependent upon member for support.	14 days to 23 years if unmarried, and solely dependent upon member for support.
REST HOMES and SANITARIUMS	Not covered.	Not covered.	Not covered.
CARE OUTSIDE AREA	World-wide.	To \$500.00 cost for accidental injury. \$500.00 for emergency illness if hospitalized. See brochure.	Free choice of hospital and physician. \$300.00 medical or surgical costs for any injury or illness.
CONTAGIOUS DISEASES	Covered.	To \$300 cost except Polio or T. B. Polio rehabilitation to \$2500 value or one year.	Coverage with exception of contagious diseases requiring isolation under authority of Public Health requirements or medically recommended.
MAJOR MEDICAL PLANT ONLY	75% of medical expense after a \$200.00 out-of-pocket deductible in fiscal year, \$20,000 lifetime limit. 1st \$10,000 unrestricted, 2nd \$10,000 restricted to \$2500 per year. Psychiatric care limited to \$1,000 lifetime.		

HEALTH SERVICE PLANS FOR PERSONS IN MEDICARE PROGRAM

PLAN I

Major Medical Only
(See above)

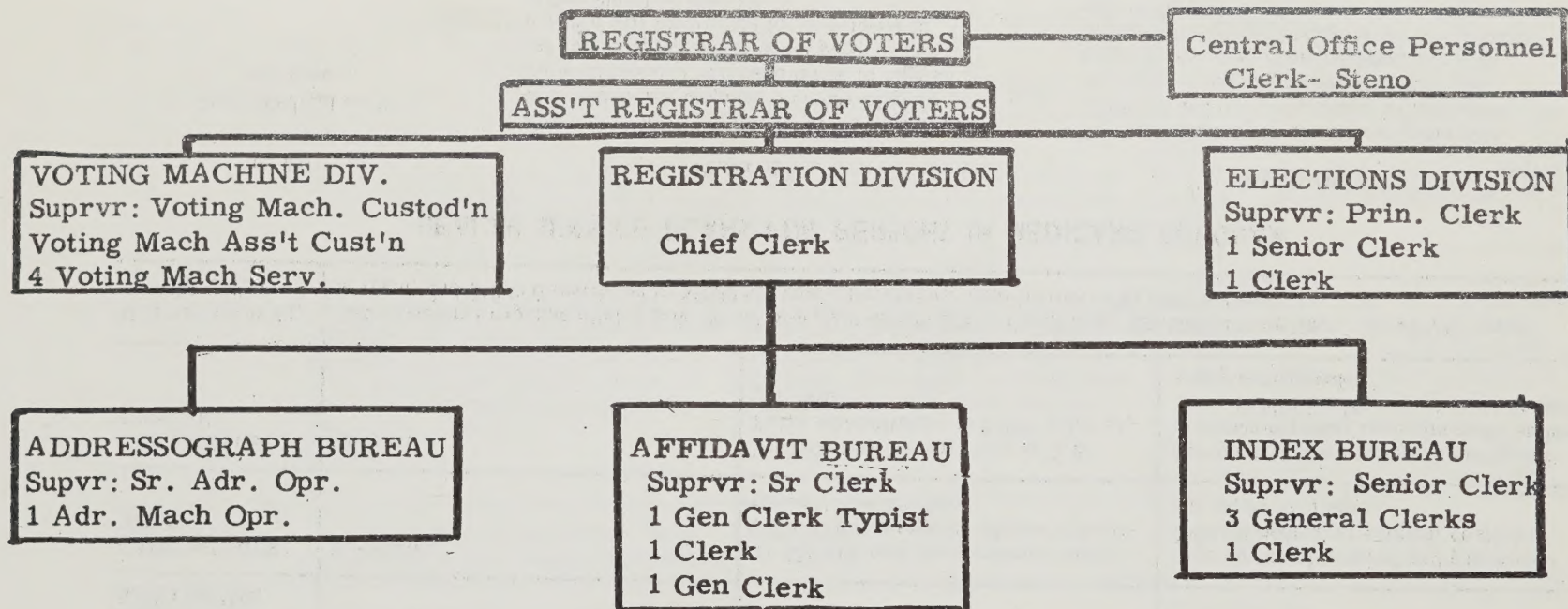
PLAN II

Payment of all deductibles and co-insurance of the Medicare program. Persons eligible for Medicare and who have failed to sign up for both hospital and medical parts of the program will be eligible for enrollment in either Plan I or Plan IV.

PLAN IV

Payment of the medical-surgical-deductible of \$50.00 and the co-insurance of 20% under the medical-surgical part of Medicare. No hospital coverage other than Medicare and no out-of-the-area coverage or the \$50 allowance for doctor or laboratory within 48 hours of accident in area.

REGISTRAR OF VOTER'S OFFICE



10-26-64

"To register as a voter in California a person must be a resident of the State for one year, of the County 90 days and of the precinct in which he resides 54 days prior to the date of the election. Persons who have become citizens at least 90 days before the election and who possess the residential qualifications may register and vote. Young citizens who will reach 21 years of age by election day may also register and vote. Registration closes on the 54th day before election. During the two weeks prior to the close of registration the Registrar of Voters stations 30 deputy registrars throughout the City with locations and hours designated to make registration convenient for every citizen, not registered, to get on the election rolls. Many of the registration stations are open evenings and Saturdays."

STATE AND FEDERAL LEGISLATIVE REPRESENTATIVES:

The City and County of San Francisco is represented during legislative sessions in Sacramento by a State Legislative Representative and in Washington D.C. by a Federal Legislative Representative. The two representatives perform the duties as authorized and described in Government Code Section 50023 which reads:

"50023. Attendance at Legislature and Congress: Cost of attendance. The legislative body of a local agency, directly or through a representative, may attend the Legislature and Congress, and any committees, thereof, and present information to aid the passage of legislation which the legislative body deems beneficial to the local agency or to prevent the passage of legislation which body deems detrimental to the local agency. The cost and expense incident thereto are proper charges against the local agency."

Each representative is engaged by the Mayor pursuant to Sections 16.3 and 16.3-1 of the S.F. Administrative Code, under the terms of an annual agreement signed by the Mayor and Legislative Representative, and financed out of the General Fund, in the annual appropriation ordinance approved by the B/S, as specific budgetary items. Each agreement is approved by the City Attorney, the Purchaser of Supplies and the Chief Administrative Officer, as a contract for contractual services.

The two representatives work in close liaison with the Mayor, the City and County Committees as established under Chapter 5 of the S.F. Administrative Code, City Attorney, Chief Administrative Officer, B/S and other City and County officials or agencies whose interests may be affected by proposed or pending State or Federal programs or legislation.

SAN FRANCISCO DISASTER CORPS



MAYOR

DIRECTOR

HEADQUARTERS STAFF

LIAISON

MILITARY - FED. STATE

TRANSPORTATION
DIVISION

WELFARE
DIVISION

COMMUNICATIONS
DIVISION

MEDICAL-HEALTH
DIVISION

POLICE
DIVISION

FIRE
DIVISION

SCHOOL
DIVISION

UTILITIES
DIVISION

SUPPLY
DIVISION

ENGINEERING
DIVISION

RADIOLOGICAL SAFE
DIVISION

PLANT PROTECTION
DIVISION

FALLOUT SHELTER
DIVISION

MANPOWER
DIVISION

CHAPLAIN
CORPS

PUBLIC
INFORMATION
RADIO-TV-NEWSPAPERS

LEGAL
SECTION

DISASTER CORPS:

The Disaster Council and Corps (now known as The Disaster Corps) was created in August 1950, by ordinance of the B/S, for emergency reasons as follows:

"The international situation as a result of the Korean War is of such intensity that there is danger of another world conflict, in which event San Francisco would be a prime target for atomic and other attack; it is necessary therefore that immediate measures be taken to protect the lives and property of the citizens of San Francisco in event of such an attack."

The extent of the powers and duties of the Disaster Corps as originally authorized by the B/S are abundantly indicated in Sections 7.1 thru 7.17 of the S.F. Administrative Code, shown in a separate section of this publication.

The war emergency situation continues to exist, and there remains some danger of an atomic attack. The Disaster Corps has greatly expanded its protective operations to include other potential disasters in San Francisco such as: major fires, earthquakes, windstorms, explosions, riots, etc.

The Grand Jury reported that its committee had made an examination "in depth" of the activities of the San Francisco Disaster Corps. The final paragraph of the Grand Jury's report appears to be an appropriate summary for this narrative of our Disaster Corps:

"We would recommend, however, that the name of this organization be changed to a more appropriate and descriptive title. The designation "Disaster Corps" does not fully describe the true function of this department. The title DEPARTMENT OF EMERGENCY OPERATIONS would seem to be more descriptive of the type, nature and extent of the excellent task now being performed."

The B/S authorizes annual expenditure appropriation ordinances to finance the operations of the Disaster Corps; and the State of California makes substantial subsidies to the City and County.

HOUSING AUTHORITY:

The San Francisco Housing Authority was created after findings by and approval of the B/S, in 1938, as reflected in Sections 12.1 and 12.2 of the S.F. Administrative Code; and pursuant to enabling Legislation of the State of California Health and Safety Code provisions. The housing projects under the Housing Authority are low rent units, which were financed by Federal funds under Federal Public Housing Authority as a part of a national housing program in cooperation with the States.

The Housing Authority is managed by 5 commissioners appointed by the Mayor to serve for 4 year terms. The commissioners may be removed only for cause and after filing of written charges and public hearings. The commissioner appoints its Executive Director. The Authority hires its own personnel to supervise the various housing projects, collect the rents, maintain the projects and the offices and account to the Federal Government which supplies the funds.

The projects of the Housing Authority are not subject to real estate taxes; however, the City and County receives certain contributions from the Authority in lieu of such taxes.

Certain temporary war-time housing projects originally operated by Federal agencies were relinquished to the City and County and turned over for management by the Housing Authority, as agent. Such projects will be ultimately demolished and the land revert to full control by the City and County. The Housing Authority submits annual audit reports by Certified Public Accountants to the City and County, showing the status of such housing projects or units.

PARKING AUTHORITY:

The San Francisco Parking Authority is a special governmental agency established by an act of the B/S pursuant to a State enabling statute, California Parking Law of 1949. The authority, powers and procedures relating to the Parking Authority and the leasing of land for off-street parking in San Francisco are detailed in Sections 17.1 thru 17.20 and 10.121 thru 10.124 of the S.F. Administrative Code.

The Parking Authority is composed of 5 members appointed by the Mayor, to serve 4 year terms, without compensation. It appoints a General Manager, Secretary and its other personnel free from Civil Service. However, those employees are eligible for membership in the S.F. Employees' Retirement System, as provided by Charter Section No. 158.4.

The main function of the Parking Authority is to relieve traffic congestion in crowded downtown or neighborhood shopping districts by acquiring control of property and arranging for the construction and operation of public parking facilities. Such parking facilities have been constructed and are in operation on (1)-lands owned by the City and County (S.F. Unified School District) or (2)-land purchased from private parties. The methods of financing the creation and operations of parking projects, in accordance with agreements approved by the B/S under the authority of the Parking laws, include:

- 1-Bond issues of a non-profit corporation. (routinely audited by Controller)
- 2-Bonds issued by the City and County. (St. Mary's Square Garage)
- 3-Investments by tenants, in accordance with agreements arranged through competitive bids by the Director of Property. (Real Estate Department)
- 4-Parking meter collections, applied to repayment of the manufacturer of the meters. (Tax Collector's Office)

Under the non-profit corporation concept, full rights to the garage normally revert to the City and County after the bonds are liquidated. Examples of this type of operation are: Union Square Garage (prior to the Parking Authority); Civic Center Plaza Garage; Sutter-Stockton; 5th and Mission; and Ellis-O'Farrell. During their periods of tenancy, the non-profit corporations do not pay real estate taxes but are obliged to pay Personal Property Taxes for their possessory interests.

Charter Section 42.2 permits the Recreation-Park Commission to lease subsurface space under any public park or square and the right and privilege to conduct and operate therein a public automobile parking station.

The providing of parking for the general public or for employees or officers who use automobiles in connection with their official duties, is of concern to many City and County departments which need parking areas in their operations or have jurisdiction over the property being used as a parking facility. For example:

- 1-The Parking Authority: as above briefly discussed.
- 2-Recreation-Park Department: Union Square Garage, St. Mary's Square, Civic Center Plaza Garage, Candlestick Park, Golden Gate Park, etc.
- 3-San Francisco Unified School District: Grove Street, south of the Opera House.
- 4-Real Estate Department: arranges leases of City and County properties.
- 5-Controller's Office: makes routine audits of parking receipts of non-profit corporations.
- 6-Tax Collector's Office: designated by the B/S to collect coins in parking meters located along streets or within neighborhood parking lots.
- 7-Public Utilities Commission: Airport's gigantic parking garage and areas.
- 8-Other various departments, such as: hospitals, Hall of Justice, ramps around the War Memorial and City Hall, etc.

REDEVELOPMENT AGENCY:

The Redevelopment Agency is a special governmental corporation operated under the authority of the California Community Redevelopment Act. Powers, procedures and restrictions, etc., pertaining to the establishment and operations of Redevelopment Agencies are prescribed in detail in the State Health and Safety Code.

San Francisco established its Redevelopment Agency in 1948, by act of the B/S, in accordance with provisions set forth in Sections 24.1 thru 24.6 of the S.F. Administrative Code. The Redevelopment Agency consists of 5 commissioners appointed by the Mayor for 6 year terms. The appointments are subject to confirmation by the B/S. The Commissioners may be removed by the B/S with the concurrence of the Mayor.

The Commissioners appoints an Executor Director to serve at their pleasure. All employees are hired by the Redevelopment Agency.

The function of the Redevelopment Agency is to buy blighted or slum areas from the property owners, including the right to purchase through eminent domain proceedings if necessary; and thereafter clear the lands and by legal means construct more and adequate housing facilities. Private builders may buy or lease the lands and construct housing facilities in accordance with established standards.

Prior to the approval of redevelopment projects approvals must be obtained from the Housing Authority and from the City Planning Commission as in conformity with the established Master Plan.

The Redevelopment Agency deposits its cash receipts in the City and County Treasury in separate funds for each project. Expenditures from such funds are made by Controller's warrants on the basis of Requests for Payment which are not subject to the normal pre-audit by the Controller's office staff, for the reason that the Redevelopment Agency is not a City and County department; in accordance with a Depositary Agreement with the City and County.

The S.F. Administrative Code also contains provisions relating to operations of the Redevelopment Agency, in Sections 10.29 thru 10.30-1 concerning payment of "in-lieu" taxes to the City and County, and Section 10.91-Community Redevelopment Fund.

HUMAN RIGHTS COMMISSION:

The Human Rights Commission was established by the B/S, and approved by the Mayor, July 29, 1964, in Ordinance 209-64, and set forth in Chapter 12A of the S.F. Administrative Code. The Commission consists of 15 members appointed by the Mayor, on a staggered 4 year term basis. The members are to be broadly representative of the general public and the employer, labor, religious, racial and ethnic groups. The Commissioners receive \$15 per meeting attended, with a maximum of 4 meetings each month. The Commissioners elect their Chairman from among its membership for a calender year term.

The Chairman, with the approval of a majority of the Commission, appoints an Executive Secretary, to serve at its pleasure, to be the administrative head of the affairs under its control, as provided in Sections 19 (h) and 143 of the Charter. The Executive Secretary shall be exempted from the residency and electoral requirements of 16.98 of the S.F. Administrative Code.

The compensation of the members of the Commission, Executive Secretary, other personnel and other expenditures necessary to carry out the functions of the Human Rights program are to be furnished by the B/S in expenditure appropriations, usually in annual budgets through the General Fund.

The powers and duties of the Commission generally give effect to the declared policy of providing each inhabitant of the City and County: equal economic, political and educational opportunity; equal accommodations in all business establishments; equal service and protection by public agencies; to eliminate prejudice and discrimination because of race, religion, color, ancestry or place of birth; all in accordance with procedures as prescribed in Ordinance No. 209-64. The Ordinance also provides for the establishment and operational procedures for an Advisory Council and special committees within or without the Council. The members of the Advisory Council are appointed by the Mayor and serve at his pleasure.

ECONOMIC OPPORTUNITY COUNCIL OF SAN FRANCISCO, INC.:

The Economic Opportunity Council of San Francisco, Inc., is a voluntary association incorporated as a nonprofit corporation under the provisions of the Corporation Code of the State of California, for the primary purpose of developing economic opportunities in San Francisco. The Articles of Incorporation of the EOC of SF provide that the Board of Directors shall control and direct the management and business of the corporation, and elect officers as provided in the By-Laws.

The By-Laws of the EOC of SF provides for a Board of Directors of 49 members to be elected or appointed in the following manner:

A majority of 25 members shall be elected by or through Target Area Action Boards through a democratic election process; and the remaining 24 members to be appointed by the Mayor of San Francisco.

An Executive Committee of 19 members is responsible for all programs. The Target Areas select the majority of its members (10) and the Mayor the balance of 9. The Mayor also appoints the President of the Corporation (EOC of SF) who acts as its Chief Executive Officer; Chairman of the "Council" as well as the Chairman of the Executive Committee.

B/S Ordinance No. 28-65 of January 29, 1965, authorized the Mayor and Clerk of the B/S to execute an agreement between the City and County and the EOC of SF, whereunder funds of the "Council" shall be deposited with the Treasurer of the City and County and disbursed therefrom by the Controller.

The EOC of SF is sponsored under the provisions of the Federal Economic Opportunity Act and its operations financed mainly by Federal grants authorized thereunder. The conditions of the grant provide for non-Federal contributions of money or services "in-kind" from local communities to be used in conjunction with the program. Various City and County departments and other agencies in San Francisco have contributed substantial services "in-kind" in the furtherance of the economic opportunity program. Additionally, the B/S has approved expenditure appropriations as part of the Local Community's share of maintaining the Federally sponsored programs.

ECONOMIC OPPORTUNITY COUNCIL OF SAN FRANCISCO, INC.:

The EOC of SF maintains neighborhood headquarters in several Target Areas; and also contracts with various "Delegate Agencies" which are supplied with funds by the EOC of SF to aid in designated phases of the Economic Opportunity programs. The Federal Government prescribes certain accounting standards and auditing requirements to be followed by grantees under the Federal Economic Opportunity Act, including auditing procedures applicable to the accounts to be maintained by the contract "Delegate Agencies." The financial accounts and accounting procedures of the EOC of SF, and other similar grantees throughout the U.S., are subject to rigid Federal audits and/or investigations.

PUBLIC POUND (S.P.C.A.):

The B/S, by ordinance, has designated the Society for Prevention of Cruelty to Animals as the official Poundkeeper for San Francisco (See Section 16.9 of the San Francisco Administrative Code). The S.P.C.A. is organized as a non-profit corporation. It provides a public services to the people of San Francisco in the care and protection of their dogs, cats or other pets. The duties of the S.P.C.A. as Poundkeeper for the City and County of San Francisco are prescribed in the Health Code Section of the S.F. Municipal Code.

The services provided by the S.P.C.A. include the impounding and care of lost, injured or dangerous animals. Certain fees collected by the S.P.C.A. are deposited with the Treasurer of the City and County. The fees subject to such deposit are prescribed in the Health Code.

The S.P.C.A. also provides services, other than those prescribed in the Health Code, such as maintaining an animal hospital and an animal shelter or boarding services for animals.

The operations of the Public Pound are performed by employees of the S.P.C.A. rather than employees of the City and County. The City and County annually appropriates moneys to assist the S.P.C.A. in financing its operations. The S.P.C.A. receives donations, gifts, etc., from other sources to help finance its operations.

It was noted that Section 16.9 of the S.F. Administrative Code fails to designate a particular City and County department or official as having jurisdiction of the operations of the Public Pound. The annual expenditure appropriations for the Public Pound are shown under the jurisdiction of the Mayor's office.

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60. Dept. of Finance & Records includes: Tax Collector; Registrar; Recorder; County Clerk; Public Administrator.
61. C.A.O. also controls: Purchasing Dept.; Real Estate Dept.; Dept. of Public Works; Dept of Electricity; Dept. of Public Health; Health Advisory Board; Coroner's Office; County Agricultural Department; Dept. of Weights & Measures.

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CHARTER RATIFICATION AND EFFECTIVE DATE (Not numbered): (Effective Date at 12 O'clock Noon, January 8, 1932)

REFUSE COLLECTION AND DISPOSAL ORDINANCE (Appendix "A")

WHAT IS A FREEHOLDERS' CHARTER?

This question is answered authoritatively in Sections 7 and 7 1/2 of the California Constitution under the general subject "City and County Governments"; and briefly consists of the following steps:

- 1-There is an awareness of the need for a new Charter.
- 2-The B/S, by ordinance, declares that the public interest requires the election of a Board of 15 Freeholders to prepare and propose a Charter; or such declaration may be made in a petition signed by at least 15 per cent of the qualified electors...computed upon the total number of votes cast therein for Governor at the last preceding general election at which a Governor was elected.
- 3-The Board of Supervisors, by ordinance, orders the holding of an election (special or general) to elect the 15 Freeholders.
- 4-The candidates who seek election as a Freeholder shall be nominated in a manner similar to nominations of candidates seeking election to County offices.
- 5-The 15 elected Freeholders shall prepare and propose a Charter within one year after the election. The proposed Charter must be filed with the County Clerk and County Recorder and published at least 10 times in a daily newspaper of general circulation in San Francisco.
- 6-The Board of Supervisors, by ordinance, orders the election (special or general) to obtain the voters' approval of the proposed Charter (in its entirety) by majority vote.
- 7-If the electors ratify the new Charter, it shall be submitted to the State Legislature (at its next regular or at an extraordinary session) for approval or rejection by a majority.
- 8-A copy of such Charter, certified and authenticated by the Board of Supervisors and under their seal, attested by the County Clerk, shall be filed with the Secretary of State, and another copy recorded in the County Recorder's Office and in the office of the County Clerk; and thereafter all Courts shall take judicial notice of said Charter.

Amendment of Charter:

The Charter, so ratified, may be amended by proposals therefor submitted by the Board of Supervisors of the County to the qualified electors thereof at a general or special election held not less than 30 days nor more than 60 days after the publication of such proposals. An outline of each Charter section follows.

THE CITY AND COUNTY AND ITS POWERS

SEC.
NO.

1. NAME AND BOUNDARIES OF CITY AND COUNTY

- 1-City and County of S.F. shall continue as a municipal corporation, known as "San Francisco."
- 2-Boundaries are set forth in the Political Code and may be extended as provided by law.

2. POWERS OF THE CITY AND COUNTY:

- 1-Perpetual succession.
- 2-To sue and be sued in all courts.
- 3-Have, use a common seal and alter at pleasure.
- 4-Purchase, receive, hold and enjoy, sell, lease and convey real and personal property, subject to charter restrictions.
- 5-Receive bequests, gifts, donations of property in fee simple or in trust for charitable and other purposes; do all acts necessary to manage, sell, lease or dispose of same, per terms of gifts, bequest or trust.
- 6-All rights and property titles, obligations, trusts, court actions, affecting City and County or officers and employees in official capacity existing or in effect on effective date of Charter (1-8-32) shall continue, etc.
- 7-All ordinances or resolutions in force at 1-8-32, and not contrary to Charter, shall continue until amended or repealed.
- 8-All improvements or proceedings legally authorized under previous Charter shall be completed under the previous law.
- 9-Powers or duties in City and County, officers, boards, commissions, established by previous Charter shall continue if consistent with the new Charter.
- 10-Powers, functions and duties of departments and offices, institutions, utilities, bureaus or other subdivisions thereof existing from previous Charter, likewise officers and employees' compensations shall continue, except as new Charter otherwise provides.
- 11-City and County may make and enforce laws for exercise of rights and powers appropriate to a City and County, subject to Charter restrictions, including power to acquire and construct plants, works, utilities, areas, highways, institutions outside of S.F., and maintenance and operation of same.
- 12-Specification of powers stated in this Charter shall not be exclusive.
- 13-Rights and powers not enumerated in the Charter shall be provided by Ordinance or Resolution of Supervisors.

3. GENERAL LAW PROCEDURE

- 1-A State statute providing procedure for City and County rights or powers shall govern unless a different procedure is provided in, or by ordinance enacted under this Charter.

ELECTIVE AND APPOINTIVE OFFICERS

4. CITY AND COUNTY OFFICERS

City and County officers shall be:

- 1-Officers elected by the people.
- 2-Members of: Board of Education, boards and commissions appointed by Mayor, Juvenile Probation and Adult Probation Boards or Committees, Board of Law Library Trustees.
- 3-Superintendent of Schools.
- 4-Clerk of Municipal Court.
- 5-Secretary and Jury Commissioner of Superior Court.
- 6-Executive appointed by each board or commission as the chief executive officer under such board or commission.
- 7-Controller.
- 8-Chief Administrative Officer (C.A.O.).
- 9-Head of each department under the C.A.O., Coroner, Public Administrator, County Clerk, Tax and License Collector, Recorder, Registrar of Voters, Horticultural Commissioner, Sealer of Weights and Measures, and other officers provided by law or ordinance.

5. ELECTIVE OFFICERS AND TERMS

- 1-Officers elected for 4 year terms include: Mayor; 11 Supervisors (in groups of 6 or 5 every 2 years); Assessor; District Attorney; Sheriff; City Attorney; Treasurer; Public Defender. ¹⁵
- 2-Municipal Court Judges (~~12~~¹⁵), are elected for 6 year terms in groups of 4 every 2 years.
- 3-All terms begin January 8th, noon, following the election.
- 4-Any appointive officer or employee becoming a candidate for election shall forfeit office or position.
- 5-No person elected as mayor or supervisor is eligible to a full time paid position with City and County for one year after last day in office.

5.1. MAYOR-RESTRICTED TO TWO CONSECUTIVE TERMS

No elected Mayor shall be eligible to serve more than 2 consecutive terms.

6. ABSENCE FROM STATE, AND VACANCIES

- 1-No City and County officer, except Police Department members under Chief's orders shall leave State, except by permission of Mayor and B/S; with violations being cause for removal.
- 2-An office becomes vacant if incumbent dies, resigns, becomes insane, convicted of crime of moral turpitude or an offense in violation of official duties, is removed from office, ceases residence in S.F., neglects to qualify within time prescribed by law, or is absent from State without leave for more than 60 consecutive days.

7. QUALIFICATIONS OF OFFICERS AND EMPLOYEES

- 1-Elective officers, board and commission members shall be residents at least 5 years and an elector for one year prior to taking office, unless otherwise provided in Charter; and upon ceasing such residence shall be removed from office.
- 2-Residential qualifications and requirements for all officers and employees in City and County service shall be provided by Ordinance of B/S, unless otherwise specifically provided in the Charter.
- 3-All officers and employees of City and County shall be citizens of U.S.

8. BONDS OF OFFICERS AND EMPLOYEES

- 1-The B/S, by ordinance, may:
 - (a)-Specify minimum amounts of bonds for officers and employees; Controller-\$100,000; Tax Collector-\$100,000; County Clerk-\$50,000; Public Administrator-\$50,000.
 - (b)-Provide for the terms, form and conditions of all such bonds; specify the sureties on bonds; provide for group bonding of officers and employees.
- 2-Premiums on all official bonds shall be paid by City and County.

9. POWERS VESTED IN BOARD OF SUPERVISORS

- 1-B/S shall: be vested with powers of City and County, except those reserved to people or to officials, boards or commissioners; be ex-officio Board of Equalization for City and County; determine maximum number of each class of employment in each department or office of City and County; fix rates and compensations; and may create or abolish departments on recommendation of Mayor and C.A.O.
- 2-B/S, by ordinance, may confer additional powers on any officer, board or commission; provide medical care hospitalization and other necessary benefits for authorized volunteer civilian defense workers suffering injury in course of civil defense activities.
- 3-B/S, in event of disaster, shall have powers conferred by general law of State pertaining to preservation of local government, to provide for continuance or restoration of local government.

10. NUMBER, COMPENSATION AND MEETINGS OF SUPERVISORS

- 1-Board consists of 11 Supervisors; each paid \$9,600 per year and each shall execute an official bond of \$5,000.
- 2-Board shall: meet in legislative chamber in City Hall at regular meetings fixed by resolution; shall, every two years, elect one member as president to preside at all meetings; appoint all standing and special committees; and have such other powers as Supervisors may provide.
- 3-The Board may, in an emergency, by resolution, designate another temporary meeting place; and cause a calendar and journal of proceedings to be published; and notice of special meetings shall be published at least 24 hours in advance.

11. SUSPENSION AND REMOVAL

- 1-For official misconduct-Mayor may suspend and B/S remove any elective officer and member of Civil Service Commission, Public Utilities Commission or School Board; and Mayor may appoint a qualified person to replace during the suspension. Mayor shall submit written charges to B/S and copy to person charged who has right to appear with counsel. If charges are sustained by not less than 3/4ths of B/S within 30 days, the suspended officer shall be removed.
- 2-Mayor must remove any officer convicted of moral turpitude, and failure to so act shall constitute official misconduct. The Mayor may remove any of his appointees, except: Civil Service, Recreation-Park or P.U.C. commissioners; or School Board members.
- 3-Mayor may remove appointees; and if B/S confirmed appointment they must approve removal, except Controller and the Chief Administrative Officer. Written notices and reasons shall be transmitted to such appointee of such removal, and printed in B/S's Journal.

12. CLERK OF THE BOARD OF SUPERVISORS:

- 1-Is appointed by B/S;
- 2-Is ex-officio clerk of Board of Equalization;
- 3-Has charge of office, records, personnel and is appointive officer;
- 4-Keeps journal of proceedings, files of all ordinances and resolutions, indexes, is responsible for publications required by law, and shall have other duties as prescribed by the Board.

13. ACTION BY RESOLUTION OR ORDINANCE

- 1-Action by B/S shall be by Ordinance or Resolution, in writing, introduced by a member of Board or Committee, and passed by a majority.
- 2-Every legislative act shall be by ordinance.
- 3-Enacting clause of all ordinances shall be: "Be it ordained by the people of the City and County of S.F."
- 4-All ordinances and resolutions (except appropriation) shall be confined to one subject (apprn. confined to apprn.).
- 5-Municipal Code ordinances shall be construed as confined to one subject.
- 6-Subjects not expressed in ordinance titles are void as to subjects not expressed; and ordinances may be amended in part or added thereto.
- 7-Generally, two readings and votings, 10 days apart for passage is required.
- 8-Emergency ordinance: extra meetings waived by 3/4 vote.
- 9-Annual appropriation ordinance passed after 2 readings, 5 days apart: second and final passage not less than 15 days after introduction.
- 10-Franchise ordinances cannot pass until after 90 days from introduction.
- 11-Proposed ordinances must be published within 3 days after presented; and upon passage for second reading; emergency ordinance published immediately.
- 12-"Published" means "daily," "general circulation" refers to at least 8,000 copies published in S.F.
- 13-All Aye and No votes shall be recorded in the Journal.

13.1. WAIVER OF STATUTES OF LIMITATION

Requires 3/4 approval of all Supervisors on each reading.

14. APPROVAL BY MAYOR-RECONSIDERATION AND VETO

- 1-Each resolution or ordinance voted upon must be presented to Mayor within 24 hours by Clerk of Supervisors.
- 2-Resolution by unanimous consent and emergencies shall be acted upon by Mayor within 3 days, all others 10 days.
- 3-Mayor shall approve by signing and returning; or disapprove and veto by signing and returning in writing.
- 4-Failure to return constitutes approval and is effective without signature.
- 5-Appropriation separate items may be vetoed and balance O.K.'d by Mayor.
- 6-B/S may reconsider resolution or ordinance vetoed; and 2/3 approval by Board is effective without Mayor (generally).
- 7-A vetoed resolution or ordinance may be reconsidered at convenience of B/S; but measure is lost if not passed over Mayor's veto within 30 days.
- 8-Absence of mayor and no acting mayor is approval of mayor; and time period starts after Mayor's return or acting Mayor is appointed.
- 9-Legislation failing passage by B/S may be reconsidered upon Mayor's written request with reasons, within 10 days, not later than 30 days after Mayor's request.

15. RECORD, PUBLICATION AND EFFECT OF ORDINANCES AND RESOLUTIONS

All ordinances and resolutions finally passed shall be certified and recorded by the Clerk of Supervisors; publication in full not required after final passage, except emergency measures not previously published. Notice of final passage shall be published once within 5 days; and publication is required to amend ordinance after 1st reading.

16. EMERGENCY MEASURES AND EFFECTIVE DATE OF ORDINANCES

Ordinances:

- (a)-Subject to referendum are not effective until 30 days after passage;
- (b)-Granting public utility franchise not effective until after sixty days;
- (c)-Enacted by 3/4 vote of all Supervisors or as emergency shall become effective upon passage;
- (d)-Affecting franchises, grants, bond issues or sale, lease or purchase of land shall not be passed as emergency, and Electorate may further restrict emergency measures;
- (e)-For Emergencies shall be specifically defined and may include: immediate necessary preservation of public peace, property, health or safety, provision for the uninterrupted operation of any city and county department or office or action required to comply with time limitations as established by law.

17. CODIFICATION OF ORDINANCES

- 1-Ordinances: may be codified, rearranged by ordinance to supersede previous ordinances; be published in bound or loose leaf book form; and shall be certified by Mayor, Clerk of Supervisors and City Attorney as to correctness; and any such ordinance shall be repealed, amended or added to, by sections; and the codification shall be valid.
- 2-Publication of Charter shall include initiative ordinances and digest of related court decisions.
- 3-B/S may enforce provisions of this section by legislation.

GENERAL POWERS AND DUTIES OF BOARDS, COMMISSIONS, DEPARTMENT HEADS AND OFFICERS

18. POWERS AND DUTIES OF COUNTY OFFICERS

County Officers shall have powers conferred and imposed by general laws of the State and as provided by Charter.

19. POWERS AND DUTIES OF BOARDS AND COMMISSIONS

The B/S and each Board and Commission appointed by Mayor, or otherwise provided by the Charter, shall have powers and duties as follows:

- (a)-To prescribe rules and regulations for conduct of its affairs, employees property, books, etc., under its control. The B/S, by ordinance, provides that rules and regulations of any Board or Commission, or general orders of any department, by authority of any Board or Commission, of public concern, shall be published or posted.
- (b)-Appoint one of its members as President.
- (c)-To establish any necessary standing or special committees.
- (d)-To receive and administer gifts, bequests, etc., connected or incidental to department or accepted by vote of people or by B/S; and to act as Trustees; and title to vest in City and County.
- (e)-To require periodic departmental reports of operations, costs and expenditures, except the B/S; and submit an annual report to Mayor.
- (f)-To hold regular meetings open to public at consistent places.
- (g)-To hold special meetings, for designated purposes only.
- (h)-To appoint a Secretary, a Superintendent, or other executive to be Administrative head of its affairs, not subject to civil service and hold office at its pleasure unless otherwise provided.
- (i)-To require bonds or other security from executive officer or any employee in prescribed form (City to Pay), in amount as Mayor may approve upon recommendation of Controller.

In counting Board or Commission votes (majority, 2/3, 3/4, etc.) all members shall be included; and each Board or Commission shall keep record of proceedings of each meeting, with a copy to the Mayor.

20. POWERS AND DUTIES OF DEPARTMENT HEADS

- 1-Elective Officers, Chief executive of each board and commission, the Controller, C.A.O., and department heads appointed by the C.A.O., shall have the powers and duties of a department head; be responsible to their superior officer or board; and shall file an annual report.
- 2-Department head shall:
 - (a)-Act as Civil Service appointing and disciplining officer, subject to approval of his superior officer or board;
 - (b)-Authorize requisitions for purchase orders and approve purchases and receipts of goods when properly authorized by superior officer or board, and shall be responsible for checking materials, supplies and equipment;
 - (c)-Suggest through such superiors, ordinances governing operations, fees, permits, etc., relating to his department; or
 - (d)-May recommend the creation of positions and reduction of forces in his department to conform to needs of work for which he is responsible, subject to provisions of the Charter; or
 - (e)-May recommend, and Mayor, the C.A.O., or board or commission concerned, may combine, transfer and redistribute any function or duty among departments or offices under his or its authority.

21. POWER OF HEARING, INQUIRY AND SUBPOENA

- 1-Mayor, B/S, C.A.O., Controller, Board or Commission may require periodic or special reports of costs, expenditures; examine books, accounts, etc.; and inquire as to conduct of departments, hold hearings and compel production of books, records, etc.
- 2-Police Chief shall designate officers to serve subpoenas; and refusal to obey or produce books shall be deemed contempt and subject to penalties provided by general law.

22. NON-INTERFERENCE IN ADMINISTRATIVE AFFAIRS

- 1-Mayor and B/S (except for purpose of inquiry) shall deal direct with C.A.O. or elective officials concerned;
- 2-Boards or Commissions shall deal solely through its chief executive officer, except for inquiry;
- 3-B/S, or board or commission may not interfere with appointments, promotions, compensations, discipline, contracts, requisitions or actions of C.A.O., departments, etc.;
- 4-Interference shall constitute official misconduct.

23. ADMINISTRATIVE CODE

Powers, duties of departments, offices established by Charter, shall continue except as otherwise provided by this Charter. B/S may provide for publication of administrative code detailing powers and duties of departments and offices.

24. PERMITS AND INSPECTIONS

- 1-Supervisors, by ordinance, regulate licenses and permits for: use of public streets and places; operations of businesses which affect: health, fire prevention or protection, crime and policing, welfare, zoning; or other matters as deemed advisable.
- 2-Ordinances shall fix fees or licenses at not less than cost of regulation and inspection; and specify which department shall investigate, inspect, issue or deny permits and licenses.
- 3-Police may examine books and premises of pawnbrokers, peddlers, junk, second hand dealers, auctioneers, and other businesses designated by B/S.
- 4-Tax Collector may examine books of any business whose license is based upon receipts, including inquiry, investigation and subpoena.
- 5-Prior approval of City Planning Commission is required for a permit or license affecting zoning, set-backs or other ordinances administered by City Planning Commission; and denials may be appealed to Board of Permit Appeals.
- 6-No license tax applies on any seller or manufacturer of goods or merchandise at a fixed location, except as require permits or licenses for health, sanitary or other ordinance under police power.

24.1. UNIFORM SALES AND USE TAXES

B/S, by ordinance, has power to provide for uniform local sales and use taxes in accord with State Revenue and Taxation Code.

POWERS AND DUTIES OF ELECTIVE OFFICERS

25. THE MAYOR

- 1-Shall be chief executive officer of city and county; elective and compensated under Salary Standardization; furnish an official bond of \$25,000; appoint (or remove) an executive secretary, confidential secretary and a stenographer.
- 2-May expend sums appropriated for purposes incidental to his office, subject to provisions of charter.
- 3-Shall report general condition of city and county, and recommend proper measures to B/S at their first meeting in October.
- 4-Shall be responsible for enforcement of all municipal laws; review and submit annual executive budget; supervise administration of departments under boards and commissions appointed by him; receive, examine and respond to complainants on complaints relating to affairs of city and county; and enforce cooperation between all departments.
- 5-Shall appoint board members and officials when provided in charter; and fill vacancies in any elective office.
- 6-Has a seat but no vote in B/S, and may discuss matters concerning departments or affairs in his charge.
- 7-Shall name member of B/S to act as Mayor in his absence; and if none named, the Board shall elect one of its members to so act.
- 8-Each ex-mayor residing in S.F., has seat in the B/S, but no vote nor compensation.
- 9-Shall call the forces of any department, or employ others as deemed necessary to meet emergencies.

26. CITY ATTORNEY:

- 1-Shall be an elective officer; furnish an official bond of \$10,000; appoint (or may remove) all assistants and employees in his office; devote entire time to duties of his office; must be an elector and qualified to practice in all courts for at least 10 years preceding election; and is subject to Salary Standardization.
- 2-Must represent City and County in all legal actions or any officer when directed by B/S, except City and County against an officer.
- 3-Shall give advise or opinion in writing to any officer, board or commission when requested; and unless otherwise provided in this Charter shall not settle or dismiss any litigation for or against City and County, unless by Ordinance.
- 4-Shall prepare, or approve as to form, all ordinances; approve by endorsement the form of all official or other bonds required by Charter or Ordinance before final approval; prepare draft or form of all contracts before execution for City and County; examine and approve title of all real property to be acquired by City and County.
- 5-Shall keep in his office files, copies of communications, opinions, papers, briefs and transcripts used in matters wherein he appears; books of record and registers of all actions or proceedings involving City and County or its officers.

26.1 ATTORNEY FOR BUREAU OF DELINQUENT REVENUE COLLECTION,
TAX COLLECTOR'S OFFICE:

Duties of City Attorney in B.D.R.C. shall be transferred to Attorney for said Bureau, and be subject to Civil Service. Person performing duties for B.D.R.C. for 10 years prior shall be confirmed to position.

27. TAXPAYERS' SUITS:

Provides for repayment to S.F. taxpayer of costs and reasonable attorney fees in successful suit against any officer, board, or commission as fixed by court.

28. ASSESSOR:

Shall be an elective officer; furnish official bond of \$50,000; and appoint (or may remove) one chief assistant or deputy and confidential secretary; and is subject to Salary Standardization.

29. DISTRICT ATTORNEY:

- 1-Shall be an elective officer; subject to Salary Standardization; furnish official bond of \$10,000; be qualified for at least 5 years to practice in all courts in this state; and appoint (or may remove) all assistants and employees in his office.
- 2-Shall prosecute all criminal cases in municipal or superior courts, draw all complaints; and issue arrest warrants for crimes to be prosecuted in such courts.
- 3-Shall requisition Controller to draw warrant for Special Fund, to be used as provided by general law, with vouchers filed at end of fiscal year showing purpose of expenditures, except criminal matters pending to be filed after end of trial; and no part of fund to be used for compensation of full time employees.

30. WARRANT AND BOND OFFICE:

- 1-District Attorney appoints Warrant and Bond Deputy and assistants as may be provided by budget and appropriations. The Warrant and Bond Deputy: must qualify to practice law in all state courts; keep his office open continuously day and night; draw and sign all complaints and warrants in criminal actions for municipal court cases, and have custody of bail bonds and appeal bonds taken in such courts.
- 2-Warrant and Bond Deputy: may issue bail bonds and appeal bonds; order discharge from custody of persons covered by bonds approved by a magistrate; fix cash bail in misdemeanor cases where arrests are made without warrants; take cash bail for Municipal or Inferior Courts possessing criminal jurisdiction; and order discharge from custody of persons covered by cash bail.
- 3-Deputy is subject to judges of municipal court in fixing bail and ordering release of prisoners.

31. TREASURER:

Shall: be elective officer and subject to Salary Standardization; furnish an official bond in sum of \$200,000; and appoint (or may remove) one chief assistant.

32. SHERIFF:

Shall: be an elective officer and subject to Salary Standardization with salary exclusive of compensation from State for delivery of prisoners and insane persons to State institutions; shall furnish official bond of \$50,000; appoint (or may remove) an attorney, one under-sheriff, and one confidential secretary.

33. PUBLIC DEFENDER:

Shall: be an elective officer subject to Salary Standardization; furnish official bond of \$10,000; be qualified to practice in all courts of State for at least 5 prior years; appoint (or may remove) such assistants and employees as provided in budget and appropriation ordinances; defend or give counsel or advice to any person charged with crime upon request of a defendant financially unable to employ counsel or upon order of court.

34. ASSISTANTS AND EMPLOYEES IN ELECTIVE OFFICES

Elective officers may appoint assistants and employees, subject to Salary Standardization, as provided in budget and appropriation ordinance; and may remove subject to civil service provisions. Assistant attorneys appointed by: City Attorney, District Attorney, or Public Defender, must qualify to practice in all courts of State.

34.1 ASSISTANTS AND EMPLOYEES IN OFFICES OF CITY ATTORNEY, DISTRICT ATTORNEY AND PUBLIC DEFENDER

- 1-All employees of City Attorney and Public Defender, except assistant attorneys, shall be civil service, including occupants and those on military leave continuously for one year prior to January 16, 1945. Upon return from military service, such occupants shall be appointed according to priority of service.
- 2-In District Attorney's Office, all employees shall be civil service, except assistant attorneys, one confidential secretary and investigators and senior investigators; and including occupants for 1 year continuously prior to this amendment.

34.2 CITY ATTORNEY-PUBLIC DEFENDER-CONFIDENTIAL SECRETARY

City Attorney and Public Attorney may appoint a confidential secretary to serve at their pleasure, subject to positions and appropriations approved by B/S, notwithstanding Section 34.1, and subject to Sections 20 and 34.

35. POLICE DEPARTMENT

- 1-Police Department shall consist of: Three Commissioners appointed by Mayor for 4 year terms and paid \$1,200 annually; Chief of Police; and a police force and clerks or employees appointed pursuant to Charter.
- 2-Police Commissioners have power to regulate traffic with police officers and use temporary signs or devices.
- 3-Traffic Bureau, under Police Chief, shall be in charge of a Traffic Director with powers to: regulate traffic; promote traffic safety education; handle street traffic data for Dept. of Public Works; and cooperate in traffic matters with: Dept. of Public Works, Public Utilities Commission; Fire Department; City Planning; B/S and other City and County and State departments as necessary pursuant to Charter Section 107.1 relative to Traffic Engineering.
- 4-Traffic Director assists Police Commission to regulate traffic and traffic regulation measures with other departments without modifying their powers or duties.

35.1 POLICE DEPARTMENT-APPOINTMENT OF CHIEF OF POLICE

Police Commission appoints a Chief of Police who holds office at its pleasure.

35.2 POLICE DEPARTMENT-CONTINUATION OF POSITIONS

All positions in Police Department shall be continued as authorized.

35.3 POLICE DEPARTMENT-CHIEF'S POWER TO APPOINT OR DETAIL POLICE MEMBERS

- 1-Police Chief may appoint: police officers or sergeants, assistant inspectors in Bureau of Inspectors, Juvenile Bureau, Accident Investigation Bureau, Bureau of Special Services, and Intelligence Unit. Assistant Inspectors and Inspectors shall be appointed by Chief without competitive examination. Vacancies in Bureau of Inspectors shall be appointed by the Chief from Assistant Inspectors who have served for at least two years with the Bureau of Inspectors. There shall not be more than 25 inspectors in the Bureaus for: the Juvenile Bureau, Accident Investigation, Special Services and Intelligence Unit.
- 2-Police Chief may detail members of department to Bureau of Inspectors without change in rank.
- 3-Inspectors and Assistant Inspectors shall have rights as other members to take competitive examinations; but may be demoted if guilty of any offense or violation of rules and regulations of Police Department, per Section 155 of Charter (Fire and Police Disciplinary Procedure). Chief shall detail any member to serve as Inspector of School Traffic Patrols with rank and pay of Inspector.

35.4 POLICE DEPARTMENT-POLICE CHIEF SHALL APPOINT DESIGNATED OFFICERS

Police Chief shall appoint: Police Surgeon; Deputy Chief of Police; Department Secretary; Director-Bureau of Special Services; Director of Traffic; Chief of Inspectors; Director, Bureau of Criminal Information; Captain of Inspectors; Captain of Traffic and a Director-Bureau of Personnel; Supervising Captain of Districts; Secretary to Police Commission; Property Clerk; all from ranks as specified in this Section. Appointees to foregoing positions shall be returned to previous rank upon removal, unless pursuant to Section 155 of Charter.

35.5 POLICE DEPARTMENT-FORCE NOT TO EXCEED ONE OFFICER FOR EACH 500 INHABITANTS

1-Police force shall not exceed one police officer for each 500 inhabitants. The ranks shall be: Chief of Police, Deputy Chief of Police, Director of Traffic, Chief of Inspectors, Supervising Captain of Districts, Department Secretary, Captain of Inspectors, Captain of Traffic, Director of Bureau of Personnel, Director of Bureau of Criminal Information, Captains, Criminologist, Lieutenants, Director of Bureau of Special Services, Inspectors, Sergeants, Assistant Inspectors, Photographer, Police Surgeon, Police Officers, Police Patrol Drivers and Women Protective Officers; compensated as provided in Sections 35.5.1 and 35.5.2 of Charter.

2-Police officers, Woman Protective Officers and Police Patrol drivers are given credit for service prior to amendment, and for military leaves.

35.5 1/2 POLICE DEPARTMENT-DEFINITION OF MEMBER-WORKING CONDITIONS

- 1-"Member" is defined in Section 35.5; compensation is based upon 40 hour week; and "members" are entitled to two days off each week, except as otherwise provided.
- 2-Police Commission may authorize Chief to permit "members" to work more than 40 hours per week, and receive compensation at straight time or time credited in lieu, including time worked during earned vacation time when necessary; without loss of sick leave or disability rights.
- 3-Police Commission may require "members" to report 15 minutes early each day without extra pay, for roll call and assignments. Members required to work on Holidays are entitled to compensation at straight time or in lieu time.

35.5.1 POLICE DEPARTMENT-CIVIL SERVICE SURVEYS FOR SALARIES

- 1-Prior to February 15th of each year, Civil Service Commission shall survey salary rates paid to police officers in all cities of 100,000 or more in California.
- 2-Not later than April 1st of each year, B/S shall fix rates not to exceed highest rates paid such cities; said rates to go into effect July 1st next following, as provided in Section 35.5 of Charter, per rates of adjustment as detailed in this section, including police officers, police patrol drivers, women protective officers and patrolmen; and providing for longevity pay, overtime and night or specialized service pay to all ranks.

35.5.2 POLICE DEPARTMENT-CIVIL SERVICE SURVEY-TWO-WHEEL MOTORCYCLE MEMBERS

Provides for a salary survey similar to Section 35.5.1 (above) to cover Two-Wheel Motorcycle Police.

35.5.3 POLICE DEPARTMENT-BASIC COMPENSATION FOR LIEUTENANT

Provides for the basic formula for fixing rate of pay for Lieutenant, pursuant to Section 35.5.1.

35.5.4 POLICE DEPARTMENT-BASIC COMPENSATION FOR ASSISTANT INSPECTOR

Provides for the basic formula for fixing rate of pay for Assistant Inspector pursuant to Section 35.5.1.

35.6 POLICE DEPARTMENT CHIEF MAY ISSUE OR REVOKE PERMITS

Chief of Police may refuse to issue or revoke permit, when it appears that character of business does not warrant, or business is conducted in a disorderly manner, or business is not properly conducted, etc.

35.7 POLICE DEPARTMENT-POLICE CHIEF HAS POWERS OF SHERIFF

Chief of Police has State conferred powers of a Sheriff in suppression of riot, public tumult, disturbance of peace, organized resistance against laws, etc.

35.8 POLICE DEPARTMENT-CHIEF OF POLICE CONTINGENT FUND

B/S shall appropriate up to \$25,000 in one fiscal year, for "Contingent Fund of the Chief of Police," who may disburse from such fund as in his judgment shall be for the best interests of City and County in investigation and detection of crime; and Police Commission shall allow and order paid upon orders signed by the Chief.

35.8.1 CHIEF OF POLICE NARCOTIC FUND

B/S shall appropriate, not to exceed \$25,000 in any fiscal year, for "Narcotic Fund of the Chief of Police," who may disburse for best interests of City and County in enforcement of the narcotics laws; and Police Commission shall allow and order paid upon orders signed by the Chief.

35.9 POLICE DEPARTMENT-CHIEF OF POLICE MAY APPOINT SPECIAL
POLICE OFFICERS

Chief of Police may appoint or remove at pleasure, special police officers who shall be subject to rules and regulations of the department.

35.10 POLICE DEPARTMENT-POLICE COMMISSION-APPOINTMENT OF PATROL
SPECIAL OFFICERS

Police Commission may appoint patrol special officers, or dismiss same after a fair trial. Patrol special police officers shall be not less than 21 years old nor more than 40 years; and possess required physical qualifications, except those acting at time of effective date of this amendment, or at their reappointment; and, owners of a certain beat or territory may dispose of interests to a person eligible; approved by the Police Commission.

35.11 POLICE DEPARTMENT-HEROIC OR MERITORIOUS CONDUCT

Police Chief may recommend "members" for heroic or meritorious conduct; reward to be approved by Police Commission, not to exceed one month's salary.

35.12 POLICE DEPARTMENT-CARE OF PROPERTY AND PUBLIC AUCTION

Chief of Police has power to regulate for care and restitution of property that may come into possession of Police, and sale at public auction of such unclaimed property, including articles used in commission of crime and the sale of which is prohibited by law.

35.13 POLICE DEPARTMENT-EFFECTIVE DATE OF THIS AMENDMENT

Subject to filing with Secretary of State and B/S appropriate the necessary funds, but not later than July 1, 1943.

36. FIRE DEPARTMENT

- 1-Fire Department is managed by 3 Fire Commissioners, appointed by Mayor for 4 year terms, at annual pay of \$1,200 each.
- 2-Fire Commission shall appoint a: Chief; Secretary; and department physician who shall hold office at its pleasure.
- 3-Commissioners, with recommendation of Chief, shall have power to send fire boats, apparatus and men outside of City and County for fire-fighting.
- 4-Ranks in Fire Department shall be: Chief of Department; Deputy Chief of Department; Chief, Division of Fire Prevention and Investigation; First Assistant and Second Assistant Chiefs of Department; Secretary to Chief of Department; Battalion Chiefs; Supervisor of Assignments; Captains; Lieutenants; Inspector of Fire Department Apparatus; Engineers; Chief Operators; Drivers; Tillermen; Truckmen; Hosemen; Pilots of Fire Boats and Marine Engineers of Fire Boats; and ranks specified in Sections 38.01 and 38.1 of Charter, with compensations to be fixed by Section 36.2.
- 5-Chief recommends, and Commission provides rules for work schedules or tours of duty for officers and members; and general limit of 120 hours in any 15 day period. Officers and members may exchange watches with permission of Chief. Fire Commission, may under Chief's direction, permit officers or members to work on days off and receive regular pay or time off, with no extra Retirement benefits.
- 6-Chief may recommend, and Commission reward members for heroic or meritorious service conduct, not to exceed one month's salary.
- 7-Officers and members may receive additional days off or straight time pay, for work on Holidays.
- 8-Buildings may be removed or cut down to check conflagrations.
- 9-Military leave time is added to a service record to compute compensation.

36.1 FIRE DEPARTMENT-WORKING CONDITIONS FOR UNIFORMED FORCES

Relates to tours of duty as provided in Section 36 to continue; rules regarding days off; vacation rights; salary warrants for extra time worked to be paid only from available unencumbered balances of appropriations; sick or disability leave; and effective dates of this section.

36.1 1/2 FIRE DEPARTMENT-CHIEF'S POWER TO APPOINT DEPUTY CHIEF AND A SECRETARY

The Chief shall have power to appoint: a Deputy Chief of Department, and a Secretary to the Chief, subject to provisions of Charter Section 20.

36.2 FIRE DEPARTMENT-CIVIL SERVICE SURVEY FOR SALARIES

- 1-Prior to February 15th, Civil Service Commission shall survey salary rates paid to Firemen in all cities of 100,000 or more in California.
- 2-B/S shall fix rates, not to exceed highest rate paid such cities to go into effect July 1st following, with longevity pay, overtime, night or specialized service pay to all ranks mentioned in Sections 36 and 38.1 of the Charter, as detailed in this section.

36.2.1 FIRE DEPARTMENT-COMPENSATION ON FIRE BOATS

Pertains to a 6% increase for Captain, for pilots of fire boats and marine engineers, pursuant to Section 36.2 of Charter.

36.3 FIRE DEPARTMENT-(AND POLICE DEPARTMENT)-RATES OF COMPENSATION ADJUSTMENT

Rates of compensation shall not be in excess of highest rates paid to police officers, patrolmen or firemen per Sections 35.5.1 and 36.2 of Charter, for the 4th year of service of thereafter, to be adjusted by ordinance of B/S.

37. FIRE MARSHALL

- 1-Fire Chief, with approval of Fire Commission, may appoint a Fire Marshall, upon recommendation of Underwriters Fire Patrol of S.F. to serve without pay.
- 2-Fire Marshall may sell unclaimed saved, or salvage property from a fire; call Police to assist in protection of such property; and may have duties prescribed by B/S in ordinances relative to enforcement of laws in storage, sale and use of oils, combustibles and explosives.

38. FIRE PREVENTION

- 1-The Fire Chief, under the Fire Commission, has jurisdiction of Fire Prevention-Public Safety-Fire Investigation.
- 2-Fire Prevention-and Public Safety shall:
 - (a)-inspect all hospitals, schools, places of public assemblage, flammable liquid storage, with approval of Director of Public Works, including plans to erect, repair or alter same (estimated to cost over \$1,000), as defined in the Building Code.
 - (b)-report violations to Director of Public Works, without approval until corrections are made; and has duty to prosecute abatement of "public nuisance."
 - (c)-detail to Department of Public Works, such personnel as necessary.
- 3-Fire Department shall recommend possible revisions to Building and Housing Codes, to the Department of Public Works.

38.01 FIRE INVESTIGATION

- 1-VariouS positions in the Fire Department for Fire Prevention-Public Safety as established July 1, 1963, are declared permanent Civil Service.
- 2-Vacancies in these divisions shall be filled by competitive examinations per Charter Section 146 with eligibles for promotion to be selected from various ranks as hereunder enumerated.
- 3-Compensations for such classes are to be increased by percentages as stated hereunder for the different ranks mentioned as provided in Charter Section 36.2.
- 4-Credits for the promotional examinations shall be allowed for seniority of service at percentage rates hereunder detailed.
- 5-B/S has the power and duty to appropriate the necessary funds.

38.1 SALVAGE CORPS

"Members" of Salvage Corps shall become part of Fire Department and shall be entitled to all rights as provided in the Charter, including retirement.

38.2 SALVAGE CORPS-MILITARY LEAVE PROVISIONS

Former employees (prior to July 1943) in uniformed force of Underwriters' Fire Patrol of S.F., absent on military leave are deemed as members of Salvage Corps thereafter, with Civil Service rights.

38.3 CURTAILMENT OR DISCONTINUANCE OF FIREBOAT OPERATIONS

In event of curtailment of fireboat operations, members shall be reassigned to at least equal rank, on basis of seniority, including retention of pension and retirement rights; and Fire Chief, Commission, Civil Service Commission, Controller and B/S shall perform acts necessary to comply.

39. BOARD OF PERMIT APPEALS

- 1-Mayor shall appoint 5 qualified electors for 4 year terms; to be paid \$15 per meeting, up to a grand total of \$5,000 per year.
- 2-Applicants denied permits or licenses, or if revoked, may appeal to Board of Permit Appeals which shall hold hearings of all interested parties; investigate; and may concur or overrule action by vote of 4 members and order that permit or license be granted, restored or refused.

40. RECREATION AND PARK DEPARTMENT

Consolidated under one department, under management of Recreation and Park Commission consisting of 7 members, appointed by Mayor for 4 year terms, and at least 2 members shall be women.

41. ORGANIZATION OF DEPARTMENT

- 1-Recreation and Park Commission shall appoint: General Manager who holds office at its pleasure; and, a Secretary subject to Civil Service.
- 2-General Manager shall be chief executive officer; appoint or remove a Superintendent of Recreation and of Parks; Director of Zoo; Executive Secretary to General Manager; Director of Strybing Arboretum and Botanical Gardens who must be qualified with education and experience; all subject to approval of the Commission.
- 3-Civil Service rights of persons prior to the consolidation shall continue on basis of employees' seniority as full-time employees subject to proof.

41.1 SALE, ABANDONMENT OR DISCONTINUANCE OF USE OF LAND HELD FOR PARK PURPOSES

If land is no longer needed for park or recreation purposes, it may be sold or disposed of, subject to general law of State; and change will not cause reversion of such lands or forfeiture of ownership to private ownership.

42. CONTROL AND USE OF PROPERTY-TAX LEVY

- 1-Recreation and Park Commission shall have: exclusive control of all recreation and park facilities, existing, or thereafter acquired, except as in Charter otherwise provided; power over all new construction, provided that all plans specifications and estimates shall be prepared by Department of Public Works subject to Commission's approval.
- 2-Director of Public Works shall award all contracts or orders for above plans and specifications; and it is duty of Recreation and Park Commission to provide necessary funds.
- 3-Employees of Recreation and Park Department who shall be transferred to the Department of Public Works with same Civil Service rights and status to perform functions transferred thereto.

42.1 RECREATION AND PARK DEPARTMENT-POLICY FOR RECREATION STANDARDS

Recreation and Park Commission policy is to promote high standards of recreation; and organize personnel with efficiency. San Francisco Unified School District shall supervise its own recreation facilities; and S.F.U.S.D. and Recreation and Park Commission shall have power to operate adjacent Recreation and Park facilities by agreement.

42.2 RECREATION AND PARK DEPARTMENT-LEASING OF FACILITIES

- 1-Recreation and Park Commission shall not lease any of its facilities except for recreational purposes, and with approval of B/S.
- 2-Commission may lease subsurface space under parks or squares for a public automobile parking station, not to exceed 50 years, but not detrimental to original purpose; revenues shall be credited to Recreational and Park Fund.

42.3 RECREATION AND PARK DEPARTMENT-RENT OR LEASE OF STADIUM OR ATHLETIC FIELD

Recreation and Park Commission shall have power to lease or rent any of its stadiums or recreation fields for athletic contests, exhibitions and special events, and permit lessee to charge admissions.

42.4 RECREATION AND PARK DEPARTMENT-MONEY PROVIDED FROM TAXES

Money provided from taxes for recreation and park purposes shall not be less than amounts to be provided under Section 78 of Charter.

43. LIBRARY DEPARTMENT

- 1-Mayor appoints Library Commission of 7 members for 4 year terms to manage without compensation.
- 2-Commission shall appoint a Librarian and a Secretary, to serve at its pleasure.
- 3-Librarian is chief appointing officer.
- 4-Commissioners are successors to Trustees with same powers, except as in this Charter otherwise provided.

44. WAR MEMORIAL

- 1-Board of Trustees, under ordinance, shall have charge of construction, administration and operation of war memorial and grounds.
- 2-Board of 11 members, appointed by Mayor and confirmed by B/S for 6 year terms, to serve without compensation.
- 3-War veterans of U.S. and persons with special interest to War Memorial shall be considered for appointments as Trustees.
- 4-Board shall appoint a Secretary and a Managing Director, to hold office at its pleasure, and other employees as may be provided in annual budget appropriations.
- 5-B/S shall annually appropriate sufficient to maintain, operate and care for War Memorial.

45. ART COMMISSION

- 1-Art Commission consists of 10 members appointed by Mayor for 5 year terms, with no compensation, as follows: 3 lay members and 7 nominated by cultural organizations-an artist-painter, an artist-sculptor, a musician, a litterateur, a landscape Architect, 2 architects; plus 6 ex-officio members who shall be: the Mayor and Chairman of following boards and commissions: Library, Recreation-Park, City Planning, de Young Memorial Museum and California Palace of the Legion of Honor.
- 2-No commissioner shall receive any compensation for service as an artist from the City and County.

46. POWERS AND DUTIES (ART COMMISSION)

- 1-Art Commission shall approve art work before placed upon or removed from City and County structures, except museums and art galleries; "Work of Art" comprises: paintings, mural decorations, stained glass, statues, bas reliefs or other sculptures, monuments, fountains, arches or other structures for ornament or commemoration. Commission shall approve designs for buildings, bridges, viaducts, elevated ways, approaches, gates, fences, lamps or other structures erected or to be erected on City and County streets, parks or public place.
- 2-Art Commission has no jurisdiction over legal powers of governing boards of War Memorial, de Young Museum or California Palace of Legion of Honor.
- 3-Commission shall supervise and control: expenditures appropriated for music and advancement of art or music; policy connected with arts as may be assigned to it by ordinance or executive action; and decide upon any expenditure of less than \$1,000 within 15 days, and any other matter within 30 days after submission; and if it fails to decide, its decision is unnecessary.
- 4-Commission may volunteer advice or suggestions to private property owners, regarding beautification, without charge.

47. CONTROL OF HARBOR BY CITY AND COUNTY

- 1-State may grant and City and County may accept Harbor properties now under control of Board of State Harbor Commissioners and used as the Harbor of S.F.
- 2-City and County shall thereafter manage, control and etc.; assume State's bonded debt or issue new bonds not subject to City and County's bonded debt limitations per Charter Section 104; City and County Harbor Commission shall assume control.
- 3-Harbor Commission of 5 members to be appointed by Mayor, for 5 year terms, be bonded for \$5,000 each, compensated at \$1,200 each per year, and subject to recall, suspension, and removal same as an elective official.

48. POWERS AND DUTIES OF HARBOR COMMISSION

Harbor Commission shall control and manage harbor properties and equipment; including powers given to Boards and Com-missions in Charter Section 19; and in addition power to regulate and control:

1. Mooring, anchoring, towing and docking of all vessels and water craft.
2. Railroads, wharves, warehouses, cold storage or refrigeration plants, etc.
3. Dredging and excavation in harbor.
4. Fees, rates, tolls or charges for described various harbor facilities, to cover various expenses and costs as described; report such fees and etc. to B/S who may amend them by 2/3rds vote.
5. Leases of less than 1 year, with longer leases to be approved by B/S.
6. To appoint a Harbor Master as Chief Executive Officer, who with approval of Harbor Commission appoints various non civil service personnel.
7. And establish departments and bureaus as necessary.
8. And enter into agreements with approval of B/S, with State Board of State Harbor Commissioners or any other State agency or department relative to taking over the harbor.
9. To represent City and County, in lawsuits, with City Attorney as counsel, paid from harbor revenues.
10. And B/S may confer additional powers to Harbor Commission.

48.1 EMPLOYEES OF HARBOR COMMISSION

- 1-All State civil service employees at time of transfer shall become City and County Civil Service employees with cumulative rights, including Rights to Retirement System; but not required to comply with City and County's residential requirements per Charter Section 7.
- 2-City and County's Harbor Commission shall be subject to Budget and Fiscal Procedure of S.F.
- 3-B/S may contract with State to meet State's Legislative conditions regarding transfer of Harbor to S.F., except not in conflict with Charter.
- 4-Revenues from Harbor operations shall be deposited in separate fund in S.F. Treasury, and shall be used for purposes, in following order: operations; principal and interest of assumed State bonded debt; repairs and maintenance; principal and interest of bonds issued by City and County; reconstruction and replacement necessitated by functional and physical depreciation; extension and betterments to harbor, equipment and facilities; and to establish a surplus or sinking fund.

49. APPOINTMENTS AND NOMINATIONS BY MAYOR

Mayor: nominates members of Board of Education for confirmation by Voters; shall appoint 2 members of Retirement Board and members of: Public Utilities, City Planning, and Civil Service Commissions, each to have membership, terms of office, and powers and duties as provided in Charter.

OTHER BOARDS AND DEPARTMENTS

50. CALIFORNIA PALACE OF THE LEGION OF HONOR

1-C.P. of the L. of H. shall be known as such in perpetuity. Management, superintendence and operation and lands shall be vested in Board of Trustees of 11 members, including Mayor and President of Recreation and Park Commission as ex-officio. Vacancies shall be filled by majority vote of remaining Board members. Board membership may be increased to 17 members. Trustees receive no compensation and need not be residents of S.F.

2-Board shall have "exclusive charge" of memorial, lands and its affairs, and all real and personal property, including properties thereafter acquired by loan, gift, devise or bequest, subject to conditions thereunder. Board shall: meet at least once in 3 months and at other times upon call of President or any 3 members; shall appoint a Director, Curators and Secretary who hold office at Board's pleasure; and other employees are subject to Civil Service.

3-Secretary shall keep full account of all property, money, receipts, expenditures, all proceedings and file an annual report with Controller. Trustees shall have power to insure loan exhibits against any risk.

4-B/S shall provide annual funds from taxes for maintaining, operating and superintendence of the memorial, to be deposited with Treasurer, in separate "California Palace of the Legion of Honor Fund."

5-Intention is to administer and control the C.P. of the L. of H. under the terms and conditions of donation as accepted by City and County.

51. M. H. de YOUNG MEMORIAL MUSEUM

- 1-Shall be known as such in perpetuity. Management, superintendence and operation of museum and grounds shall be under Board of 11 Trustees, including Mayor and President of Recreation and Park Board. Vacancies shall be filled by majority of remaining Board members. Board may be increased to 17 members, and Trustees receive no compensation. (Charter is silent as to residence).
- 2-Board shall have "exclusive charge" of museum and lands set aside therefor, and its affairs and all real and personal property including properties thereafter acquired by loan, purchase, gift, devise, bequest, or otherwise, but consistent with terms of acquisition. Trustees has power to insure loan exhibits against any risk. Park Commissioners shall maintain and furnish moneys for necessary repair and embellishment of grounds and unoccupied parts and grounds.
- 3-Board shall have power to "maintain, repair or reconstruct existing buildings and construct new buildings" and enter into contracts relating thereto, subject to appropriation ordinance. B/S shall annually appropriate at least \$40,000 for "maintenance, operation and superintendence, in a separate M.H. de Young Memorial Museum Fund."
- 4-Trustees shall meet at least once in 3 months and at other times upon call by President or any 3 members; and appoint a Director, Curators and a Secretary. Other assistants and employees shall be subject to Civil Service.
- 5-Secretary shall keep full account of all property, money, receipts and expenditures and all proceedings and shall file annually a report with Controller.
- 6-The intention is to continue "administration and control" of museum with same powers and conditions imposed under terms of donations as accepted by City and County.

- 1-C. A. of S. is a non-profit corporation under State law, in charge of management, superintendence, and operation of buildings for promotion of science on property owned by Park Commission of City and County, including: Steinhart Aquarium, Natural History Museum, Simson African Hall, Alexander F. Morrison Planetarium and proposed Auditorium.
- 2-Park Commission and Art Commission shall approve all plans for improvements for California Academy of Sciences, and Park Commission with B/S may set aside Park lands for purpose, and improvements shall be property of City and County. All employees shall be controlled by California Academy of Sciences, subject to provisions relating to those under civil service. B/S shall by ordinance prescribe insurance to be furnished by the C. A. of S. No admission fees shall be charged except for Planetarium and proposed auditorium. The C. A. of S. may name buildings or improvements in memory of persons designated; and shall not later than April 1st file with Mayor and B/S a statement for last fiscal year of its expenses and income in connection with use and operation of each of its buildings.
- 3-City and County shall appropriate funds (subject to budget and fiscal procedures) necessary for maintenance, operation and continuance of Steinhart Aquarium and other buildings under C. A. of S. All positions shall be held by City and County employees, except: Director, Secretary, curators and other scientific and professional personnel, and part time positions of less than \$80.00 per month; and Personnel on military leave one year prior to effective date of this Charter amendment shall continue their civil service rights, etc.
- 4-Chief Administrative Officer shall be the appointing officer of C. A. of S., as provided in this Charter.
- 5-This section shall not abrogate any trust, under which property of C. A. of S. was accepted by City and County.

53. MUNICIPAL COURT

Powers and duties of Municipal Court shall be established by the Constitution and General Law, and Court shall be regulated by Charter, except if contrary to General Law. Judges compensation is in full, and all fees collected shall be deposited with Treasurer. Judges shall not practice law out of court while holding office. Presiding Judge shall supervise and direct Clerk of Court and be responsible for records and reports by the Clerk.

54. MUNICIPAL COURT REGULATIONS AND REPORTS

Judges shall meet at least once each month to prescribe rules and regulations to advance justice and prevent delay. Presiding Judge, through Clerk, shall file monthly report of Court business, with copies to: City Attorney, District Attorney, Chief of Police and Clerk of Municipal Court; and also an annual report for calendar year, in January, and B/S may print and distribute free copies to citizens.

55. CLERK OF THE MUNICIPAL COURT

Is appointive officer appointed by Judges, and holds office at their pleasure. Clerk appoints employees, subject to civil service, however, Sheriff shall on Court Order detail necessary bailiffs to civil departments. Clerk shall have charge, superintendence and control of office, personnel, and responsible for records and reports of Court; has powers and duties per General Law, not inconsistent with Charter.

56. SUPERIOR COURT APPOINTMENTS

Powers and duties of Superior Court are prescribed by State Law; and B/S shall provide for maintenance of Court, per fiscal provisions of Charter.

57. THE SAN FRANCISCO LAW LIBRARY

- 1-Established by State Legislature in 1870; managed by Board of Trustees continued from time Charter became effective. Trustees consist of 7 members of S.F. Bar; Mayor; Presiding Judge and 3 Judges of Appellate Department of Superior Court, ex-officio; with vacancies filled by Board.
- 2-Trustees shall appoint or remove a Librarian-its executive officer, and necessary assistants; with salaries fixed by B/S, who also shall provide sufficient quarters, readily accessible to judges and officers of the court.
- 3-County Clerk and Clerk of Municipal Court shall collect fees provided by General Law, and deposit same to Treasury of S.F. Law Library monthly in a Law Library Fund, to be expended by Trustees for books, establishment and maintenance.
- 4-Judiciary, city, county and state officials, members of bar, and all inhabitants of S.F. shall have free access of Law Library, per rules of Trustees.

58. PROBATION BOARDS

Adult Probation and Juvenile Probation Board or Committee shall continue to have powers fixed by State Laws, except as otherwise provided in Charter. Adult Probation Officer is appointed by Superior Court judges in Criminal Division; and Superior Court judge for Juvenile Court appoints Probation Officer of Juvenile Court; and both appointees are appointive officers for employees provided by B/S, subject to Civil Service with powers prescribed by State Law.

CHIEF ADMINISTRATIVE OFFICER

59. CHIEF ADMINISTRATIVE OFFICER

- 1-Appointed by Mayor, approved by B/S. Must be resident of California for 5 years immediately prior and have administrative and executive qualifications and experience for position.
- 2-Subject to suspension and removal same as elective officers. May be removed by 2/3rds of B/S on written charges. May request public hearing. Majority of B/S may suspend pending hearing. Written charges and reply by C.A.O. to be entered at length in Journal, and action of B/S in removing shall be final.

60. POWERS AND DUTIES OF CHIEF ADMINISTRATIVE OFFICER

- 1-Responsible to Mayor and B/S for affairs and departments under his jurisdiction; appoints heads of departments and members of advisory and other boards provided by Charter or ordinance; prescribes rules and regulations for administrative service under his control; has voice but no vote in B/S but right to discuss affairs of his departments; may recommend measures to Mayor, B/S or committees thereof; coordinates functions of departments charged with control of traffic; and to provide for budgeting and control of publicity and advertising expenditures of City and County.
- 2-C.A.O. may designate an officer or employee in any department under his charge to exercise powers and perform duties of any county office not specifically designated by Charter.
- 3-May consolidate duties of Recorder and Registrar, to receive one salary fixed by standardization.

61. ADMINISTRATIVE DEPARTMENTS UNDER CHIEF ADMINISTRATIVE OFFICER

- 1-Functions, activities and affairs of City and County placed under C.A.O. and powers and duties of officers and employees, subject to Charter Sections 2 and 20 are allocated among following departments:
 - (a)-Department of Finance and Records-Includes Tax Collector, Registrar, Recorder, County Clerk, Public Administrator, all under Director of Finance and Records who is appointed by C.A.O. and holds office at his pleasure. Public Administrator appoints and may remove at pleasure an attorney. P.A. also may appoint assistant attorneys as provided by budget and annual appropriation ordinance.
 - (b)-Purchasing Department which includes Bureau of Supplies, Central Stores and Warehouses, Central Garages and Shops, administered by Purchaser of Supplies appointed by C.A.O. and holds office at his pleasure.

- (c)-Real Estate Department-includes functions of office of Right-Of-Way Agent as established by Bureau of Engineering; and controls Exposition Auditorium.
- (d)-Department of Public Works-includes Department of Public Works as established with this Charter, except Public Utilities, but includes functions of telephone exchange. Director of Public Works is appointed by C.A.O. and holds office at his pleasure.
- (e)-Department of Electricity-Continues functions and personnel of Department of Electricity as established with this Charter. Any premises may be connected with police and fire signal and telephone system for protection, with approval of Chief of Dept. of Electricity, upon paying a fair compensation. Conditions for such connections and compensation to be paid to be fixed by B/S by ordinance, as recommended by the Chief.
- (f)-Department of Public Health-Department is administered by Director of Health a licensed physician or surgeon in California with at least 10 years of immediately prior practice, who is appointed by the C.A.O. and holds office at his pleasure.
- (g)-C.A.O. shall appoint or may remove an Assistant Director of Public Health, who shall be responsible for administration and business management of Department of Public Health, including: S.F. General Hospital, Laguna Honda Home, Hassler Health Home, and Emergency Hospital Service. Assistant Director shall be exempt from Civil Service and he must possess educational and administrative qualifications and experience necessary to manage the institutions.
- (h)-Health Advisory Board-7 members appointed by C.A.O. for 4 year terms, with no compensation, including 3 physicians and 1 dentist, all regularly certified. Shall consider health problems and report and recommend in writing to Director of Public Health and to C.A.O.
- (i)-Coroner's Office-includes functions and personnel as existed when Charter went into effect.
- (j)-County Agricultural Department administered by County Agricultural Commissioner, and includes functions per State Law and Charter.
- (k)-Department of Weights and Measures includes functions and personnel of the office of Sealer of Weights and Measures when this Charter went into effect.

PUBLIC WELFARE DEPARTMENT

61.1 PUBLIC WELFARE DEPARTMENT

1. Hereby establishes this department, consisting of: 5 members of Welfare Commission; a Director of Public Welfare; and employees and assistants as necessary.
2. Welfare Commission appointed by Mayor; selected on basis of interest and understanding of public welfare, serve without compensation, and may not hold a salaried public office, position or employment.
3. Welfare Commissioners serve for 4 year terms. Mayor fills vacancies for unexpired portions of a term or upon expiration, within 30 days.
4. Welfare Commissioners shall be removed by written charges, for cause, by Mayor, who shall hold hearing with offending commissioner.
5. Welfare Commission shall be policy-determining and supervisory body, with powers as provided in Section 19 of Charter.
6. Welfare Commission shall appoint Director of Public Welfare; fix his salary-not subject to civil service; and may remove at its pleasure. Director shall possess qualifications and experience, be chief executive officer, per Section 20 of Charter, be responsible for enforcement of rules and regulations of commission, and upon recommendation of the commission has power to establish necessary divisions and bureaus to administer welfare.
7. All employees in department, except Director, are subject to civil service. Public Welfare Department shall assume functions and duties of County Welfare Department and Citizens' Emergency Relief Committee. Employees of County Welfare Department shall be transferred to Public Welfare Department. Employees of Citizens' Emergency Relief Committee may take examinations and be entitled to continue positions.
8. Public Welfare Department shall perform other duties and functions as may be authorized by B/S, or required by U.S. or State governments.

62. CERTAIN OFFICERS MADE SUBJECT TO CIVIL SERVICE PROVISION OF CHARTER

Offices elective prior to Charter, and made appointive, shall come within Civil Service and standardization, as long as positions are legally continued. Other heads of departments, bureaus, offices or institutions which were exempt from Civil Service, prior to Charter, are subject thereto after adoption of Charter in 1932.

CONTROLLER

63. CONTROLLER-APPOINTMENT AND REMOVAL

- 1-Appeointed by Mayor, subject to confirmation and approval by B/S, and paid under salary standardization.
- 2-Appeointed on basis of qualifications by training and experience.
- 3-He may be removed by 2/3rds of B/S.

64. GENERAL POWERS AND DUTIES OF CONTROLLER

- 1-Shall be: successor of auditor and have powers and duties of county auditor; auditor and chief accounting officer of City and County with general supervision over accounts of all officers, commissions, boards and employees in receipt, collection or disbursement of City and County funds; and prescribes method of installing, keeping and rendering accounts and financial reports to be rendered by, officers, boards and employees of the city.
- 2-Controller shall keep: accounts of financial transactions of all departments, offices of City and County, with accounts and procedures adequate to record; all budgeted revenues and appropriations and additions and transfers thereto, showing encumbrances, expenditures or transfers therefrom and balances therein; all revenues accrued and liabilities incurred; all cash receipts and disbursements; and all transactions affecting acquisition, custody or disposition of values.
- 3-Subject to this section, Public Utilities Commission shall keep accounts for each utility in accordance with requirements of State Railroad Commission for like public utilities, as applicable to publicly owned and operated utilities.
- 4-Controller determines unit cost of work done by City and County, to determine if similar work could be done under public contract at lower cost; and shall devise adequate systems of internal check of all departments relative to custody, collection, or disbursement of moneys.

65. CONTROLLER'S REPORTS

1-Controller shall prepare:

- (a)-Complete annual financial report, to be audited by C.P.A.'s, distributed per Charter Section 68.
- (b)-Quarterly report, summarizing revenues and expenditures for quarter, and cumulative for that fiscal year, not later than 25th day after quarter, including general and funding accounts, assets, liabilities, income, expenditures, appropriations and funds for all departments, and comparative for similar period of preceding year.
- (c)-Quarterly statements showing cash position and unencumbered balance in each fund; a summary of resources available and estimated to be collectible, obligations authorized and estimated to be expendable, and surplus to show estimated cash position of each fund at end of fiscal year.
- (d)-Monthly statements and transmit to all departments, showing allowances, expenditures, encumbrances and unencumbered balances of each revenue and expenditure appropriation.

2-Copy of each quarterly and special fiscal report as requested, shall be transmitted to: Mayor, B/S, C.A.O., and kept on file in Controller's Office.

66. AUDITS BY CONTROLLER

Controller shall audit:

- 1-Accounts of all boards, officers and employees of City and County charged with custody, collection or disbursement of funds.
- 2-Monthly, all accounts of money with Treasurer; and each departmental revolving fund, authorized by Charter or by B/S.
- 3-Accounts of any officer or department, on death, resignation, removal, expiration of term or retirement of department head, charged with receipt, collection or disbursement of money, when requested by Mayor, B/S, C.A.O., or board or commission for its own department.

67. CUSTODY AND EXAMINATION OF OFFICIAL BONDS

Controller is custodian of all bonds except his own (held by Mayor); and examines and investigates sufficiency of all official bonds, and solvency of sureties, and reports facts in writing to Mayor who shall take action necessary to protect City and County and may suspend an officer until sufficient bond is filed and approved. Mayor shall examine Controller's bond periodically.

68. ANNUAL AUDITS BY SUPERVISORS

Shall order annual audit of Controller's accounts and books, etc., by C.P.A.'s, have such reports printed and copies furnished to: Mayor, each Supervisor, C.A.O., Controller, and such citizens as may apply therefor.

69. BUDGET ESTIMATES

1. Fiscal year begins on July 1st.
2. Executive of each department shall file budget estimate with his Board or Commission and acted upon, and compiled on uniform blanks furnished by Controller.
3. Public Utilities Commission and Board of Education must hold public hearings on their budget proposals.
4. Two copies of each budget estimate shall be filed with Controller by February 1st for check as to form and completeness.
5. C.A.O. shall receive budget estimates from heads of departments under him, in ample time to adjust or revise same and transmit to Controller by February 1st.
6. Controller shall check budget estimates, be furnished with additional data, consolidate, and transmit same to Mayor not later than March 1st; including summary segregated by departments or offices and units thereof, purposes for non-departmental expenditures, classified by objects of expenditures, in comparison with current and previous fiscal year's expenditures and revenues.
7. Controller also submits by March 1st:
 - (a)-Statements showing revenues and other receipts, and estimated surplus at start of ensuing fiscal year, segregated as to legal purposes, for last complete fiscal year, first six months of current year, and estimates for last six months of current year, with estimates of revenues and receipts for ensuing year; and
 - (b)-Statements of amounts required for bond interest and redemption, tax judgments and fixed charges, including interest for bonds to be sold in ensuing year, statements of City's authorized debt and judgment's outstanding.
8. The Mayor shall hold public hearings, decrease or increase any item in estimates, except no increase for personal services, materials, supplies, or contractual services; but may add Public Improvements or Capital Expenditures only after the City Planning renders a report on Public Improvements in writing within 30 days. Budget expenditures for utilities shall not be increased by the Mayor within estimated revenues thereof.

69.1 CAPITAL IMPROVEMENT PROJECTS BUDGET

1. Each officer, board and commission shall before November 30th, file with City Planning, schedule of capital improvements to be included in ensuing budget, and those proposed for next 5 years.
2. City Planning shall submit to Mayor, B/S, Controller, Officer, Board or Commission concerned, before January 20th, a recommended program of capital improvements, segregating projects not conforming with Master Plan; and prior to submission of program, City Planning confers with department concerned to modify program or Master Plan to eliminate conflicts. City Planning report shall also recommend additional improvement projects for advance planning and land acquisitions.
3. City Planning shall report within 30 days, regarding supplemental appropriations for new projects not previously submitted to City Planning; and B/S shall not appropriate money for projects not so referred and reported on by City Planning. Failure to report within 30 days constitutes concurrence.

70. FORM OF BUDGET ESTIMATES

1. All expenditure classifications for all departments shall be uniform, and expenditure estimates shall include:
 - (a)-Itemized estimate of total expense for each department, division, bureau, office or board for ensuing year; and work program.
 - (b)-Expenditures by items, for: last complete fiscal year, first six months of current year, and estimates for last half of current year.
 - (c)-Reasons for proposed increases or decreases.
 - (d)-Schedule of positions, and compensations, and increases or decreases in number of positions or rates of pay.
 - (e)-Other information as Mayor or C.A.O. may desire.

70.1 SALARY DEDUCTIONS

1. B/S, by 3/4 vote, and concurrence of Mayor, may declare Emergency affecting life, health, and welfare, due to unemployment, fire, earthquake, flood, or calamity; with power to:
 - (a) -Declare public emergency and fix approximate time thereof, not to exceed end of next succeeding fiscal year, unless after January 1st.
 - (b) -Deduct from gross salaries, except pension and retirement allowances, based upon various percentages and salary rates as itemized in detail, including deductions for value of board, room, and laundry or other maintenance; Controller's procedure for reallocation of any unencumbered balances for other purposes; and procedures to be followed by the B/S; and etc.

71. PERSONAL SERVICE ESTIMATES

1. All increases in salaries or wages shall be determined in budget estimates, and not effective prior to fiscal year of that budget.
2. Rates subject to standardization shall be fixed in manner per Charter.
3. Rates not subject to standardization shall be fixed by budget and the annual salary ordinance.
4. Rates subject to salary standardization shall not be less than 50 cents per hour nor less than \$106 per month; nor shall salaries paid as of January 1, 1931, be reduced for incumbents.
5. No compensation shall be increased to exceed rates paid for similar services and working conditions in other city departments or in private employment, except if amended as provided in Charter.

72. ADOPTION OF THE BUDGET AND THE APPROPRIATION ORDINANCE

1. Mayor, not later than April 15th, transmits consolidated budget estimates to B/S, including revenues, requirements for bond interest and redemption, fixed charges, and revenues applicable to each department; and with accompanying message comments on financial program, important changes, and bond issues recommended by him.
2. Mayor also submits to B/S proposed draft of appropriation ordinance prepared by Controller, detailed to furnish adequate basis for accounting control by Controller of each revenue and expenditure appropriation item; and after submission it shall be deemed regularly introduced and be published as ordinance.
3. The proposed published budget shall be detailed as follows:
 - (a)-Total cost, by objects of expenditure, for each department, bureau, office, board or commission.
 - (b)-Detail of positions and compensations, and increases or decreases.
 - (c)-Detail of items for capital outlay.
 - (d)-Estimates shall show: Expenditures for last complete fiscal year; estimated expenditures for current year; and increases or decreases vs. budget allowances for current fiscal year.
4. B/S shall make printed budget and message available for official use and public demand; fix dates for public hearings.
5. B/S may decrease or reject any item in budget except shall not add items for personal services, materials, supplies, or contractual services; except if requested by Mayor on recommendation of C.A.O., Board, Commission, or elective officer concerned.
6. B/S may add appropriations for capital improvements, if City Planning reports conformity with Master Plan.
7. B/S may not increase expenditures for any utility within revenues.
8. B/S shall adopt budget in appropriation ordinance between May 15th and June 1st; and if Board amends Mayor's budget it must be readvertised.
9. Mayor may veto any budget item except bond interest and redemption or other fixed charges, within 10 days, and Board must act on veto before June 20th.
10. Controller shall establish monthly or quarterly allotments revise revenue estimates monthly; and reserve in expenditure appropriations an equivalent of indicated shortage; and considers only allotted portions.
11. Controller may approve additional allotments on recommendation of department head, C.A.O., Board or Commission.
12. Appropriation ordinance is the authority for establishing of revenue and expenditure appropriations by Controller.
13. C.A.O. shall administer appropriations for bond interest and redemption and fixed charges and other purposes not appropriated to a specific department.

73. ANNUAL SALARY ORDINANCE

1. Number and rates for all positions created by B/S in adopting annual budget, in annual or supplemental appropriation shall be established and enumerated in another ordinance continuing and creating positions.
2. Such ordinance shall be subdivided by departments and subdivisions thereof, number of positions segregated by classes, and varying rates established by salary standardization.
3. Number of positions or increases in rates may be amended by item; and salary ordinance as amended is legal basis for check by Civil Service Commission or Controller.

74. APPROPRIATIONS TO MEET UTILITY DEFICITS

1. Any budget for a utility under the P.U.C., indicating a deficit requires 2/3 vote of B/S.
2. Expenditures in excess of revenues may include capital costs, and such deficit not to exceed 3/4 of one cent on each \$100 valuation of property assessed; and any additional funds shall require financing by sale of bonds.
3. This section has precedence over Charter Section 127 or other sections which may conflict.

75. DEPARTMENTAL REVOLVING FUNDS

1. Mayor may recommend, and B/S approve annual budget and appropriation ordinance, establish departmental revolving funds, as petty cash funds, for specific purposes, subject to monthly settlement and audit by Controller, including Special Election Fund, Purchaser's Revolving Fund, and revolving funds for each utility or City and County institution.

76. APPROPRIATION ACCOUNTS-DESIGNATION OF FUNDS

1. Controller shall keep accounts showing amounts of each class of revenue; estimated, appropriated and collected; and each expense appropriation item authorized.
2. Each warrant on Treasury shall specify by title and number the appropriation item against which warrant is drawn.
3. Each revenue and expense account shall show in detail the amount appropriated; the amount drawn thereon; encumbrances for all obligations certified by Controller; and unencumbered balances.

77. TRANSFERS

1. B/S, upon recommendation of C.A.O., Board or Commission, may transfer an unencumbered balance of appropriation for one department to another, but no utility, bond, school, pension or trust funds-except as a loan as provided in Charter.
2. Surplus funds for a specific purpose of one department may be transferred for another specific purpose within same department; however not transferred to a capital improvement project unless project approved per other Charter Sections (69, 69.1, 72 or 116.1).
3. Controller shall prescribe method to pay for inter-departmental services.

78. TAX LEVY

1. B/S, by ordinance, by September 15th, shall levy a tax, sufficient with estimated proceeds from receipts and revenues from all sources, to meet all appropriations in annual appropriation ordinance.
2. Current requirements for bond interest, redemption or sinking fund shall always be provided out of tax levy; except for funds provided by P.U.C. for acquisition, construction or extension of any utility.
3. Tax levy shall not exceed rate of \$1.65 per each \$100 valuation of property assessed, exclusive of:
 - (a)-State taxes and taxes for interest and sinking fund on bonded debt of S.F.;
 - (b)-Cost of constructing, maintaining and improving: schools and libraries (not less than 4 cents per \$100);
 - (c)-Parks and Squares (not less than 10 cents per \$100);
 - (d)-Playgrounds (not less than 7 cents per \$100);
 - (e)-Art Commission for symphony orchestra (1/2 cent per \$100);
 - (f)-Streets, sewers and buildings;
 - (g)-Cost of: Elections; Civil Service (not less than 1/2 cent per \$100); obligations imposed by State Legislative or Constitutional enactment; and obligations imposed by electorate of S.F.

79. EMERGENCY RESERVE FUND

1. Amount necessary for Emergency Reserve Fund (hereby created) may be provided in the tax rate fixed in annual budget and appropriation ordinance.
2. Appropriations from Emergency Reserve Fund shall be recommended by department head concerned; approved by C.A.O., or Board or Commission; with recommendation of Mayor; and 3/4 vote of B/S.
3. Balance in Emergency Reserve Fund shall be forwarded at end of fiscal year.
4. Annual appropriation for Emergency Reserve Fund and annual tax rate therefor shall not exceed 1% of current fiscal year's expense levy, unless the accumulated and unencumbered balance in said fund shall amount to a sum not to exceed 3% of tax levy for current year's expense appropriations.
5. B/S, on Mayor's recommendation, may exceed 3% of tax levy for appropriations to Emergency Reserve Fund.

80. FUND BALANCES-SUPPLEMENTAL APPROPRIATIONS

1. Unused and unencumbered balances at close of fiscal year in revenue and expense appropriations shall be transferred to a Cash Reserve Fund except: School; Bond; Bond Interest; Bond Redemption; Pension; Trust; Utility; or other specific Funds-or to be devoted to specified purposes.
2. Cash Reserve Fund may be used in manner specified in Charter Section 81.
3. Transfers to Cash Reserve Fund shall not be made in excess of 10% of current or last preceding tax levy, except on recommendation of Controller, approval of Mayor and authorization of B/S by majority vote.
4. Unused and unencumbered balances, when not transferred to Cash Reserve Fund, shall be held as Surplus, and taken into account as Revenue of ensuing fiscal year unless used in a supplemental appropriation.

81. CASH RESERVE FUND AND TEMPORARY LOANS-TAX ANTICIPATION
NOTES

1. B/S, by annual tax levy, may build up CASH RESERVE FUND, to be used exclusively for:
 - (a)-Payment of budgeted expenditures in the same year as applicable taxes are anticipated to be collected in following years.
 - (b)-Payment of expenditures in a fiscal year prior to the collection of taxes for such year.
2. Cash Reserve Fund shall not exceed estimated expenditures for first 5 months of that fiscal year less the amount of estimated revenues from other than taxes.
3. If funds are not available in Cash Reserve Fund, then, B/S by ordinance, recommended by Controller and Mayor, and approval of officer, Board or Commission in charge of lending Fund may make a temporary loan from its idle unencumbered balances, except a pension fund, at not less than interest rates paid by banks on City and County funds on deposit.
4. The lending fund shall be charged or encumbered for the amount transferred or loaned which amount shall not become available in that fund until repaid.
5. Transfers or loans made during 1st half of fiscal year shall be repaid prior to 1st day of January, and those made during second half shall be repaid by May 15th, all within same fiscal year, and such loans shall be in anticipation of collection of taxes repayable prior to other demands.
6. When funds are needed immediately, and not available in Cash Reserve Fund or otherwise in this section, then B/S with recommendation of Controller and Mayor, by ordinance, may authorize borrowing of funds, not in excess of 25% of estimated taxes levied for such fiscal year, and such borrowings to be by notes or other evidences of indebtedness.
7. All such notes or evidences of indebtedness shall be per advertised public sale; with sales to bidder offering lowest interest net cost, at rate not in excess of 6% per annum; with B/S authorized to fix such obligation and conditions for repayment, etc., by Resolution.
8. Repayment of notes shall be payable exclusively out of taxes levied and collected; as a first lien; generally with intent to repay notes from taxes for that year, irrespective of actual date of collection.

9. B/S shall have full authority to provide form of notes; fix time and place for payment of interest and principal; with loans during first half of fiscal year to be repaid by December 31st and those in second half by May 15th of same fiscal year; with intent that borrowing to be in anticipation of receipt of income.
10. Mayor shall include separate amount to meet interest on moneys borrowed, in consolidated budget.

82. RECEIPT, CUSTODY AND DEPOSIT OF FUNDS, INVESTMENT OF TRUST FUNDS

1. All disbursements from funds in Treasury shall be by warrants drawn by Controller, or by transfers between departments (per Charter Section 77).
2. All collections of moneys in connection with City and County business shall be delivered into Treasury, not later than next business day and receipted by Treasurer.
3. Daily statements of such receipts and deposits shall be prepared and transmitted to Controller and Treasurer.
4. All pension funds and securities shall be deposited with Treasurer.
5. Deposit of public funds shall be governed by State Law. (Constitution)
6. Treasurer not responsible for any loss on deposits made in accordance with this section.
7. Treasurer is responsible for safekeeping of all securities deposited by banks for safekeeping. Transfer of money for deposits shall be at expense of depository.
8. City and County funds held in trust (from gifts, donation, bequest, legacy, etc.) with Controller's approval, may be invested in **securities** legal for savings banks by officer, Board or Commission charged with Control.
9. All interest on deposits shall accrue to benefit of City and County, except bond, utility, pension, trust funds for special purposes.
10. Public money, other than City and County, in hands of Treasurer, shall be kept as provided by law.

83. CUSTODY OF MONEYS AND SECURITIES

1. B/S, by ordinance, shall provide for safe custody of money and property under control of Treasurer; and pending such ordinance a joint custody safe with two combinations shall be used.
2. Treasurer and one assistant keeps one combination and Controller and one assistant the other; any opening shall be jointly attended, with deposits therein kept in a joint custody account.
3. Money required for daily payments may be withdrawn jointly; deposited in another safe; and balance verified jointly at close of business hours.

84. CLEARING HOUSE REPRESENTATIVE

1. B/S, by ordinance, recommended by Controller, Treasurer and Mayor, may designate a bank qualified as depository to be clearing house representative of City and County which must pay a reasonable fee for such service; with necessary procedure by ordinance.

85. EXPENDITURES AND PAYMENT OF CLAIMS

1. No money to be drawn, or obligation to draw money from Treasury shall be made except by appropriations or transfers per Charter.
2. All salaries and wages shall be payable semi-monthly, with none to be paid in advance; and official misconduct to approve a claim for full-time or continuous personal service, except per Charter.
3. All warrants shall be drawn by Controller, to pay claims signed by responsible official, for services, supplies and other obligations, and supported by proper invoices, bills, and other necessary data; subject to Controller's audit, within purposes of appropriation which must have adequate balance.
4. Controller may draw warrant for only correct portion of claims and return disapproved claims to department concerned.
5. Prior to drawing of warrant, Controller may make necessary investigations or inspection as to quality, quantity and condition of services, material, supplies or equipment received and covered by warrant; and any illegal claim shall be returned with statements and reasons, to responsible or to Mayor for instructions.
6. No warrants shall be drawn against funds with insufficient unencumbered balance; if such claims are legal they shall be registered by Controller in rotation received and paid in same order as moneys become available.

85.1 ORDINANCE TO PROVIDE PERIODS WHEN SALARIES AND WAGES TO BE PAID

B/S shall have power by ordinance, to provide periods when salaries and wages shall be paid; and until such ordinance becomes effective, payments shall be semi-monthly per Section 85.

86. LIMITATION ON INCURRENCE OF LIABILITIES

1. No ordinance or resolution to expend money, except annual appropriation ordinance shall be passed by B/S, prior to Controller's certification as to sufficient unencumbered balance in a fund that may be legally used; and anticipated and applicable revenues for such fiscal year will be available to meet the expenditures.
2. "No obligation involving the expenditure of money shall be incurred or authorized by any officer, employee, board or commission of the City and County unless the Controller first certify that there is a valid appropriation from which the expenditure may be made, and that sufficient unencumbered funds are available in the treasury to the credit of such appropriation to pay the amount of such expenditure when it becomes due and payable."
3. Every officer who illegally approves, allows or pays any demand on the Treasury, shall be liable to City and County individually and on his official bond.
4. Each such certification shall be immediately recorded by Controller as an encumbrance for purpose certified until obligation is fulfilled, cancelled or discharged, or until ordinance or resolution is repealed by B/S.
5. "All obligations incurred, all ordinances passed, and resolutions and orders adopted, contrary to the provision of this section, shall be void and any claim or demand against the City and County based thereon shall be invalid."

87. LIMITATION ON CLAIMS AND DAMAGES

1. All claims against City and County must be filed in accordance with general law of State applicable to claims against public entities; otherwise no suit for money or damages may be brought against City and County.
2. All claims heretofore presented within time prescribed by State general law shall be deemed to have been properly presented.
3. This section applies only to claims relating to causes of action arising after effective date of Chapter 1724, California Legislature, 1959 Regular Session.
4. B/S, by ordinance, shall prescribe method whereby claims or litigation, etc., may be settled, compromised, etc., except as otherwise in this Charter.

PURCHASING

88. PURCHASE AND SALE OF MATERIAL, SUPPLIES AND EQUIPMENT

1. Purchase of Supplies shall purchase all materials, supplies and equipment, and enter agreements for contractual services for City and County; except on recommendation of a department head, approval of Purchaser, said department head may purchase directly, the following:
 - (a)-Books, magazines and periodicals for the library departments;
 - (b)-Works of art for museums;
 - (c)-Other articles or things of unusual character as to the purchasing thereof;
 - (d)-Purchases for construction operations, or any operations outside of City and County.
2. All purchases by officials of departments other than Purchasing Department, shall be made per regulations established by Purchaser.
3. Purchaser is authorized to: exchange used materials, supplies, and equipment to advantage of City and County; advertise for bids and sell personal property of City and County, on recommendation of a department head that such articles are unfit for use.
4. All purchases shall be by written purchase order or written contract; and in excess of \$1,000 shall be by written contract, except emergencies with approval of C.A.O., may be purchased by informal bids.
5. At least 3 bids or quotations on open market purchases and permanent record thereof is required.
7. Purchaser shall not issue any purchase order without Controller's prior certification as to available funds to meet payment.
8. Purchaser shall establish specifications and tests for recurring purchases of materials, supplies and equipment; and standardize same as far as practical.
9. Departments may specify peculiar equipment or patented or proprietary articles; and Purchaser may permit competitors to bid on such specifications.
10. If a department head differs from Purchaser in accepting lowest or best bid, then award shall be determined by Controller.
11. Departments shall make adequate inspections, but Purchaser may also inspect and reject articles below specifications, standards or samples, and not approve bills or invoices.
12. Purchaser has charge of: central storerooms, warehouses, central garage, and shop for repair of City and County equipment, including personnel therein, except fire alarm, police telegraph and traffic signal shops operated by Department of Electricity.
13. Purchaser: maintains inventory of all material, supplies and equipment purchased for or in use for City and County under supervision of Controller; is responsible for period checks thereof; and in case of loss or damage due to negligence, he shall report to Mayor, C.A.O. and Controller; and may order transfer of surplus property in any department to stores or other departments.

88.1 PURCHASER OF SUPPLIES TO PURCHASE SURPLUS COMMODITIES

Purchaser, with approval of C.A.O., may purchase any commodity from U.S. or State governments, without advertising for bids or written contract, subject to Controller's certification as to available funds.

88.2 PURCHASING PROCEDURE BY ORDINANCE

1. B/S, by ordinance, shall determine the monetary limits of purchases of materials, supplies and equipment to be made by:
 - (a)-Taking of informal bids (per Section 88);
 - (b)-Advertising for bids (per Section 95);
 - (c)-Departmental revolving funds, including rules and regulations approved by C.A.O. and Controller relating to such revolving fund procurements.

89. PURCHASING PROCEDURE

1. All purchase orders and contracts shall be based on written requisitions, or, for materials or supplies in common use in City and County departments on Purchaser's records of average use when approved by C.A.O.
2. Purchaser shall approve all bills or vouchers for materials, supplies, equipment, and contractual services before Controller draws a warrant.
3. All contracts for purchase of materials, supplies and equipment shall be by publication; sealed bids to be kept on file; and when contract is awarded it shall be published once and interested persons may examine.

90. PURCHASER'S REVOLVING FUND

1. Appropriations for material, supplies, and equipment shall be segregated in annual appropriation ordinance; and any part thereof may be transferred to Purchaser's Revolving Fund on Purchaser's recommendation and Controller's approval.
2. Controller shall draw warrants against said fund on demand of Purchaser, to pay bills subject to discount; or for advantageous purchases.
3. Discounts from use of Purchaser's Revolving Fund may be accumulated in said fund; and B/S may annually appropriate to such fund to accumulate funds to meet average purchasing and discount payment requirements.

91. PURCHASE, LEASE AND SALE OF REAL PROPERTY AND IMPROVEMENTS

1. Director of Property shall:
 - (a)-Be head of Department of Property;
 - (b)-Purchase or sell and lease real property and improvements for the City and County, except as otherwise provided in Charter;
 - (c)-Appraise value of property to be condemned or otherwise acquired for streets or other public improvements and assist in proceedings;
 - (d)-Have charge of Exposition Auditorium;
 - (e)-Purchase or lease property or improvements, make valuations, employ independent appraisers, and negotiate with owners.
2. Department head concerned may recommend eminent domain proceedings or acceptance of Director's recommendations.

92. SALE OF PROPERTY

1. Any real property of City and County, except parks or squares, may be sold on recommendation of officer, board or commission concerned.
2. Director of Property shall make preliminary appraisal when B/S, by ordinance, determine that public interest or necessity demands, or not inconvenienced, and authorize sale by auction.
3. Director shall advertise by publication the time and place of sale; and report amounts of tenders to department head concerned and B/S.
4. B/S may accept highest and best tender; or direct by ordinance that property be sold at public auction at a fixed date and at a sum at least 90% of the appraisal.
5. Proceeds of sale shall be applied to purchase additional land for same department if required; or for another department or used for capital improvements, except that proceeds of sale of property of utility, bond, special or trust fund shall revert thereto.
6. Director may trade real property on recommendation of officer, board or commission, by B/S ordinance.

92.1 RELOCATION OF PRODUCE AND RELATED FOOD PROCESSING ESTABLISHMENTS

1. When necessary for best interests of people of S.F., B/S, by ordinance may establish or relocate a produce and related market per Community Redevelopment Law of State, for orderly, cooperative, marketing of food and related products; by acquiring real property within S.F., authorizing sale, exchange or leases of property to persons maintaining such municipal market.
2. Such sales, exchanges or leases, shall be by public notice and hearing, not to exceed 50 years, by ordinance by B/S by 3/4 vote.

93. LEASE OF CITY PROPERTY

1. B/S, by ordinance, may authorize lease of land, reported by department head as not required for department's purposes; and Director of Property shall arrange lease not over 20 years, to highest responsible bidder and collect such rents.
2. Public Utilities Commission shall lease and administer lands useful for Water Department purposes for other purposes.
3. P. U. C. shall have exclusive power to lease lands devoted to Airport purposes, not over 40 years; and Director of Property shall arrange such lease to highest responsible bidder subject to approval of P. U. C. which will thereafter administer all such leases; except that no such lease shall divest City and County of right to manage, operate or control the aircraft landing field, or the entire airport, etc., without reference to electorate through B/S by ordinance, at next election.

93.1 LEASE OF CITY PROPERTY-PROVIDING TERMS OF LEASES

B/S, by ordinance shall have power to provide for longer term for leases under Section 93, subject to referendum provisions.

94. RECORDS OF REAL PROPERTY

Director of Property shall:

- (a)-Maintain complete records and maps of all real property owned by City and County, including: Purchase price, department in charge, and reference to deeds or grants establishing City's title;
- (b)-Annually report to Mayor, Controller, C.A.O. and B/S the estimated value of each parcel and improvement; and recommend to Mayor and C.A.O. relative to real property not in use.

CONTRACTS

95. PUBLIC WORKS AND PURCHASING CONTRACTS

1. Expenditures for public works or improvements and supplies, materials, and equipment in excess of \$2,000 shall be done by contract.
2. It is official misconduct to split public work or improvement into two or more units to evade contract provisions of this section.
3. Emergencies declared by B/S' resolution may provide for public work or improvement to be executed most expeditiously.
4. C.A.O. may approve emergency work not to exceed \$500 by Department of Public Works in or upon unimproved or unaccepted streets.
5. Any public work or improvement of less than \$2,000 may be performed under contract or written order or by City and County labor and necessary materials or supplies.
6. Any public work or improvement executed by City and County, except routine repairs shall be authorized by C.A.O. or department head concerned, only after submission of detailed estimates.
7. A separate accounting for each such job, including all direct, indirect and supervisory costs, shall be reported to C.A.O., or to the Mayor for work done by departments not under the C.A.O.; and reported to Controller.
8. Public works or improvement jobs costing less than \$2,000, done by outsiders, if not by contract, shall be done by written order or agreement with not less than 3 bids and 3 days' postings; with records of bids kept by the department.
9. Public works or improvements exceeding \$2,000 shall be done by contract.
10. Contracts for expenditures for public works or by Purchaser of Supplies for materials, supplies and equipment shall be let to lowest responsible bidder, not less than 10 days after publication for sealed proposals; with advertisements to reserve right to reject bids; with contracting officer required to obtain experience and qualifications of all bidders per general law.
11. Purchaser of Supplies may reject all bids, with approval of C.A.O., or department head concerned with approval of Board or Commission; and readvertise for bids.
12. Contracts not in excess of \$2,000 shall be signed by Purchaser of Supplies or other contracting officer.
13. Contracts in excess of \$2,000 shall be approved jointly by Purchaser and C.A.O. for materials, supplies or equipment; or by head of contracting department and C.A.O. or Board or Commission concerned.

14. B/S, by ordinance, shall establish procedure whereunder City and County departments may execute work to be done under contract; by the department if bid is lowest and providing for unit costs to be kept and reported to and audited monthly by the Controller.
15. Where lowest bid is not accepted and contract is entered with another bidder, a written report shall be made to C.A.O., Mayor and Controller, with reasons.
16. Provisions of Section 88 prevails over Section 95 in event of conflict.

95.1 PUBLIC WORKS CONTRACT PROCEDURE BY ORDINANCE
(MONETARY LIMITS)

B/S, by ordinance, shall determine monetary limits not in excess of \$5,000 for public works and improvement jobs, to be done by contract or by written order or directly by City and County forces and necessary materials and supplies.

96. PROGRESSIVE PAYMENTS

Progress payments may be provided in contracts if specified in advertised sealed proposals, not in excess of 90% of total contract price to be paid prior to completion and acceptance of work by department head concerned.

97. PENALTIES AND EXTRAS

1. Public Works or Improvement contract by published notices and sealed bids may be let for a gross price or on unit cost basis; and provide for liquidated damages for delays.
2. Department head concerned is authorized to compare bids on basis of time of completion.
3. Time limits to complete jobs shall be fixed in contracts to be covered by contractor's bond; with no extensions without collection of liquidated damages, except for unavoidable delays due to act of God.
4. Contract alterations, modifications or extras shall be by written recommendation of department head, approval of C.A.O. or Board or Commission concerned, and Controller; and signed by Contractor.
5. In unit cost contract jobs, extras in excess of 10% require supplemental appropriations per Section 80 of Charter.

98. CONTRACTORS' WORKING CONDITIONS

1. Public Works and Improvement contracts and sub-contracts thereunder, must provide for:
 - (a)-Limit of 8 hour work day;
 - (b)-Pay rates of not less than highest general prevailing rate for similar work in private employment;
 - (c)-Contract work to be done by citizens of U.S.;
 - (d)-Contract labor to be perform by residents of S.F., except contracting officer may waive requirement if qualified help not available.
2. "Public Work or Improvement" includes materials fabricated to special design or specifications for such job, including sub-contract work.
3. B/S, by ordinance, may provide for a preference in price not in excess of 10%, in favor of fabrication within S.F. for contracts including sub-contractors thereunder for public work or improvement; and 10% extra shall be allowed by the officer, Board or Commission letting such job.

99. CONTRACT PROCEDURE BY ORDINANCE

B/S, by ordinance, shall establish necessary procedure for advertising, award of contracts, supervision of contract work, acceptance of work, security on bids, guarantees for execution of contract, security for faithful performance, and guarantees for payment by contractor for wages, and bills for material, supplies and equipment used.

100. COLLUSION

1. City and County contracts awarded as result of collusion, preventing or preferential treatment by City and County representatives, may be declared null and void by B/S on recommendation of Purchasing Agent or department head concerned who shall re-advertise for bids to complete the work.
2. If such work is completed, matter shall be referred to City Attorney for necessary action. Parties guilty of such collusion shall not be permitted to participate in or to bid on future City and County Public Works or Improvements or purchases.

101. GENERAL LAWS APPLICABLE

General Laws of State shall be applicable to creation of bonded indebtedness, and issuance of refunding bonds by City and County, except as otherwise provided by Charter.

102. INTEREST ON BONDS DURING CONSTRUCTION

Bond interest for acquisition, construction or completion of a public utility, during period of construction and 6 months thereafter may be paid from proceeds of sale of bonds, if authorized in such bond issue.

BOND ISSUE PROCEDURE

103. BONDS FOR STREET AND OTHER PUBLIC WORK-REVOLVING FUND

Public improvements subject to assessment against private property benefited thereby, may be financed by indebtedness or a bond issue authorized by voters; proceeds to be used as a "Revolving Fund" to pay: incidental and other expenses; the work; or principal or interest on obligations issued against said special assessments or to purchase bonds or coupons thereagainst.

104. BONDED DEBT LIMIT

Total City and County bonded indebtedness shall not exceed 12% of assessed value of all real and personal property subject to City and County taxation, except bonds for water supply, storage or distribution; street assessment bonds per Section 103; and bonds for Panama-Pacific International Exposition.

105. BOND ELECTION FOR THE ACQUISITION OF PUBLIC UTILITIES TO BE CALLED BY THE BOARD OF SUPERVISORS UPON PETITION OF ELECTORS

1. 15% of electors who voted for Mayor in last general election may petition for Bonds for acquisition, construction or completion of any Public Utility or Utilities; and B/S shall call for such election.
2. Bonds issued and sold per such an election shall not be invalidated due to errors, informalities in petition, nor lack of sufficient signatures.
3. Petitions or elections per this section are to be the same as provided in Charter for proceedings for other City and County bonds.

106. DIRECTOR OF PUBLIC WORKS

1. Director of Public Works shall:
 - (a)-Have charge of Department of Public Works; and is subject to salary standardization;
 - (b)-Be appointed by C.A.O. and serve at his pleasure;
 - (c)-Appoint a City Engineer who serves at his pleasure; with powers granted by Law to City Engineers and County Surveyors and make official acts relative to plats, surveys and certificates;
 - (d)-Succeed to powers and duties of Board of Public Works as provided in prior Charter as at January 8, 1932.
 - (e)-Furnish to B/S, when requested, all examinations, plans, and estimates required for Public Improvements, except those by Public Utilities Commission.

PUBLIC WORKS AND IMPROVEMENTS

107. GENERAL LAW AND ORDINANCE PROCEDURE FOR PUBLIC WORKS

1. Procedures provided in City and County Charter or authorized in B/S' ordinances relating to Public Works (as defined in detail) shall prevail over a similar procedure provided by Statute of State.
2. Department of Public Works shall semi-annually notify City and County Tax Collector of amounts of each assessment that becomes delinquent; and lot and block numbers of such delinquent assessments shall be noted on each annual tax bill.

107.1 TRAFFIC ENGINEERING

1. Department of Public Works shall have powers and duties relating to street traffic, subject to related laws, as follows:
 - (a)-Cooperate with Police Department in Traffic Safety Education;
 - (b)-Process complaints relating to Street Design or Traffic Devices;
 - (c)-Study Traffic and Parking data and Traffic Accident information;
 - (d)-Engage in Traffic Research and Traffic Planning;
 - (e)-Cooperate with other City and County departments as necessary;
 - (f)-Submit to Police Traffic Bureau, proposed plans for street traffic control devices which may not be adopted until approved by Bureau or fails to respond within 15 days.

108. REPAIR OF ACCEPTED STREETS

1. B/S, by ordinance, with recommendation of City Engineer, shall accept streets (not less than one continuous block) after paving with sewer, gas and water pipes laid; and thereafter City and County to keep in repair.
2. Property owners are required to keep sidewalks in good repair; and B/S, by ordinance, provides for repair where owner fails.
3. Railway Company shall repair streets or sidewalks per their franchise.

109. SPECIFIED TYPES OF STREET CONSTRUCTION

No patented pavement shall be ordered by City and County unless the patent owner transfer right to use of same, including rights to a contractor to use same under Contracts awarded by City and County, for laying of streets.

110. FINANCING SPECIAL ASSESSMENT PROJECTS

1. B/S shall establish a Public Improvement Revolving Fund, financed from tax levies or bond sales; to finance initial cost of public improvements subject to special assessments levied against property benefited.
2. On recommendation of Director of Public Works and C.A.O. sufficient bonds may be sold to cover costs of special assessment balances; and collections from property owners shall be credited to revolving fund.
3. B/S, by ordinance, may add interest up to 7% against unpaid assessment balances; and collections from property owners shall be credited to revolving fund.
4. B/S may prescribe duties of City and County officer in keeping assessment accounts.

111. LIMITATION ON SPECIAL ASSESSMENTS

Limit of 50% of assessed value of land; except if payable in installments not over 10 years, no annual installment shall exceed 25% (that is 2 1/2 times assessed value).

112. SEWER, WATER AND OTHER CONNECTIONS

Director of Public Works, with recommendation of City Engineer, may:

- (a)-Order laying of sewer, water, gas and other mains with contemplated street improvements;
- (b)-Order excavations, banks, etc., on private property to assure safety of public on abutting streets.

113. LIABILITY FOR DAMAGES BY REASON OF DEFECTIVE SIDEWALKS, ETC.

Director of Public Works is liable for official negligence, for damages from a defective accepted sidewalk or street; provided he has been served with a written notice at least 5 days before damages sustained.

114. SPUR TRACKS

B/S shall refer all requests for spur tracks to Director of Public Works who shall grant such permit in heavy industrial zone if there is no unreasonable interference with public use; and such permit shall not be granted for other zones until after a favorable report is received from the Director.

CITY PLANNING

115. CITY PLANNING DEPARTMENT ESTABLISHED

1. Department consists of a planning commission, a director of planning and necessary employees, with commission of 7 members of which 5 appointed by Mayor plus C.A.O. and Manager of Utilities.
2. All recorded actions of Commission remain in force unless changed by Ordinance or other legal means.
3. Appointive commissioners receive \$15 for each meeting, with annual aggregate for all not more than \$5,000; and serve 4 year terms.

116. DIRECTOR OF PLANNING

1-Planning Commission:

- (a)-Appoints a trained and experienced Director of Planning who serves at its pleasure; is not subject to residence qualification except during incumbency; and shall be the administrative head and appointive officer of the department of City Planning.
- (b)-Appoints a Secretary (not subject to Civil Service).
- (c)-May contract with architects city planners, engineers, or other consultants as needed.

2-The Master Plan:

Planning Commission shall have duty to adopt and maintain a comprehensive, long-range, general master plan for future development of City and County, including: maps, plans, charts, exhibits, descriptions and etc.

3-Scope of the Master Plan:

Generally includes character and locations of transportation system, streets, schools, recreation centers, land uses, standards of population, general location and extent of housing, business, industry, recreation education, recommended standards of population density and building density, etc., all correlated with land-use plan.

4-Preparation of the Master Plan:

Department is authorized to make such investigations, studies, etc., as required to prepare the Master Plan.

5-Procedures For Amendment:

Master Plan may be amended by published notice of public hearing, and majority vote of Commission.

6-Additional Powers and Duties:

Department of City Planning may make reports and recommendations to Mayor, B/S and other officers and agencies as necessary to effectuate the Master Plan, including promotion of public interest, publication of plan, and publicity and education; and advises B/S and other departments and interchange data relative to Master Plan, and has general powers to fulfill its functions.

7-Capital Improvement Program:

Department of City Planning shall be governed by Section 69.1 of the Charter (Capital Improvement Projects Budget).

116.1 LEGAL EFFECT-REFERRAL

B/S shall not adopt an ordinance or resolution dealing with public way, transportation route, ground, open space, building, or structure (capital improvement changes), until after City Planning reports conformity with and particulars of any difference between the proposal and Master Plan to B/S and Controller within 30 days of referral to City Planning.

117. ZONING-PRESENT PROVISIONS TO APPLY PENDING ORDINANCE REVISION

1. This section applicable until new comprehensive zoning plan is enacted by B/S; and thereafter Sections 117.1, 117.2 & 117.3 are inoperative.
2. Zone Changes:
Planning Commission shall hold hearings on proposed changes of use to which property is put; or changes in set-back lines.
3. Hearings, Etc.
B/S shall establish procedure for hearings; give notices to persons assessed within 300 feet of boundaries; and providing for hearing of protests of owners of 20% of property affected, per procedures as detailed in the section.
4. Legislative Referral
City Planning Commission shall report and recommend regarding any proposed changes or establishment of zoning, height, use of buildings-etc., set-back lines, before B/S consider ordinances relative thereto; and if Commission disapproves at 2/3rds vote of B/S is required; and Commission to act within 60 days or deemed approval.

117.1 NEW PROVISIONS FOR ZONE CHANGE

1. City Planning Commission shall hold hearings on proposed changes or establishment of uses of property, set-back lines, upon applications of property owners or their agents, per procedures in B/S' ordinance.
2. City Planning shall give notices and act upon applications within 90 days, and failure to act constitutes disapproval.
3. B/S may adopt changes approved by City Planning by majority vote.
4. Commission disapprovals may be appealed to P/S by owners of 20% property.
5. 2/3rds of B/S may, within 90 days, adopt proposals disapproved by City Planning Commission; and if disapproved may be resubmitted after one year to the Commission.

117.2 NEW PROVISIONS FOR ZONING ADMINISTRATION

A Zoning Administrator shall be appointed by Civil Service procedure, to administer, enforce zonings, set-backs, receive and investigate applications for changes, and report and recommend to Director of Planning, per ordinances.

117.3 VARIANCES

1. Zoning Administrator shall investigate, hear, and determine applications for variances from strict application of ordinance, per procedures established by B/S ordinance.
2. Zoning Administrator grants variances in harmony and within intent of ordinance; or when strict and literal interpretation results in unnecessary hardships or inconsistent with general purpose of zoning regulations.
3. Zoning Administrator, before granting variances must specify findings and establish that:
 - (a)-There are extraordinary circumstances involved;
 - (b)-Variance is necessary to preserve right enjoyed by owners of comparable property; and
 - (c)-Not detrimental thereto.
4. Determinations of Zoning Administrator may be taken to Board of Permit Appeals, within 10 days during which time variance not effective.
5. Board of Permit Appeals has power to hear appeals for alleged errors and/or from decisions by Zoning Administrator.

118. SUBDIVISIONS

Subdivisions showing lay outs of building lots and project plans, etc., on plats or replats, shall be submitted to City Planning Commission which shall recommend its findings to agency responsible, as provided by ordinance; and major changes thereafter shall likewise be submitted.

PUBLIC UTILITIES AND FRANCHISES

119. PUBLIC UTILITY POLICY

1. Declared purpose and intention of City and County, when public interest and necessity demand, is to gradually acquire public utilities in S.F.
2. B/S must procure report from Public Utilities Commission when:
 - (a)-B/S determine that public interest or necessity demands acquisition of utility; or when
 - (b)-Electors shall petition for such acquisition.

119.1 EXTENSION OF MUNICIPAL RAILWAY BY UNIFICATION WITH MARKET STREET RAILWAY

119.2 PAYMENT OF BALANCE DUE MARKET STREET RAILWAY

119.3 OPERATION OF CABLE CARS

Authorizes the Municipal Railway to operate cable car lines: from Market and Powell Streets to Taylor and Bay Streets; and to Beach and Hyde Streets; from Market and California to California and Van Ness Avenue; and to make funds available for Capital Costs-including proceeds from sale of real property at California and Hyde Streets per Section 74 of Charter.

119.4 ACQUISITION OF OPERATIVE PROPERTIES OF CALIFORNIA STREET RAILROAD COMPANY-OPERATION

120. PUBLIC UTILITIES COMMISSION

1. Creates P.U.C. of 5 members, appointed by Mayor, subject to recall, suspension and removal same as elective officials.
2. Appointments are for 4 years; and each commissioner's salary is \$100 per month.

121. GENERAL POWERS AND DUTIES OF COMMISSION

The Public Utilities Commission shall:

1. Have charge of construction, management, supervision, maintenance, extension, operation and control of all utilities and properties used by City and County to supply public utility service to inhabitants inside or outside of City and County limits, including Airports.
2. With written recommendation of Manager of Utilities, locate, determine the type of and policy for construction of utilities under its construction; with Manager to include analyses of cost, service and estimated revenues of all feasible alternatives.
3. Have power to contract for furnishing of heat, light and power for Municipal purposes; and supervise and check related monthly bills.
4. Have power to contract for joint use of poles, conduits, towers, stations, aqueducts, reservoirs and tracks for operation of any of its utilities; including exchange of transfer privileges in betterment of transportation service.
5. Observe City and County ordinances, and Department of Public Works regulations, relative to utility openings, structures and poles in streets, barricades, excavations, street openings, etc., including payment of inspection fees same as private parties.
6. Have charge of all valuation work relative to proposed acquisition of any public utility.
7. Include Foreign Trade Zones established by Congress as Public Utilities with related bonded debt to be excluded from Charter Debt Limitations.

122. UTILITY DEPARTMENTS AND BUREAUS

1. Departments under Public Utilities Commission include: Municipal Railway, S.F. Water Department, Hetch Hetchy Project until merged with Water Department, any utility later acquired, Airport, and any Bureau of Engineering or other bureau created by the Commission and not pertaining to a specific utility.
2. Salaries and general expenses of P.U.C. and general bureaus shall be apportioned fairly among the utilities under the P.U.C.
3. Hetch Hetchy Project not deemed completed until P.U.C. finds specifically and B/S approve by 2/3rds vote.

123. REFERENDUM ON ANY LEASE OR SALE OF PUBLIC UTILITY PROPERTY

B/S shall have power to lease or sell any public utility or part thereof; except per Charter Sections 92 and 93 or expired franchise; subject to ratification by electorate not less than 60 days after adoption of ordinance.

124. MANAGER OF UTILITIES AND OTHER EXECUTIVE HEADS

1. P.U.C. appoints Manager of Utilities, serves at its pleasure, at salary per standardization.
2. Manager, subject to P.U.C. approval, appoints or removes heads of departments or bureaus, except civil service employees.
3. Manager is chief executive officer of P.U.C. and may act as head of any of the Utility departments or bureaus.
4. Salaries of Manager and department heads shall not exceed salaries prevailing in similar private employments.

125. EMPLOYMENTS

1. Employees holding permanent utility jobs at time of adoption of this Charter shall become employees of P.U.C. under civil service provisions.
2. Employees of newly acquired utilities, with one year prior employment and citizens, acquire civil service rights; with those living outside of S.F. allowed one year to move into S.F., except those working outside.
3. Municipal Railway platform men or bus operators work under following conditions: 8 hour basic work day; within 10 consecutive hours and 5 day week; and labor performed in excess thereof to be paid at rate of time and 1/2.
4. Conductors and motormen may be assigned as bus operators; receive compensation fixed therefor; subject to seniority and qualifying tests and State laws and license.
5. P.U.C. has jurisdiction of Airports; and employees of S.F. Airport if employed more than one year immediately prior to Charter amendment shall continue in positions with civil service rights.

125.1 EMPLOYMENTS-PUBLIC UTILITIES TO BE ACQUIRED BY LEASE OR
OTHER TEMPORARY ARRANGEMENT

1. All employees of utilities leased and operated by City and County shall continue in positions with civil service benefits during the lease; and shall acquire Civil Service permanent rights when utility is permanently acquired after which time residential qualifications shall be applied.
2. Civil service rights cease after temporary lease expires.

126. LEGAL WORK OF COMMISSION

1. City Attorney is legal advisor of P.U.C. and with its approval may: Compromise, settle or dismiss litigation or proceedings pending relative to its properties; or assign attorneys as needed (and approved).
2. P.U.C., with Mayor's approval, may appoint a special counsel for temporary purposes.
3. All such attorneys shall be paid from revenues of utilities.

127. OPERATING EXPENSES AND RESERVES

1. Receipts from each utility under P.U.C. shall be maintained in Treasury in separate fund for each utility.
2. Appropriations for each utility shall be made for purposes in following order:
 - (a)-Operating expenses, pension charges, compensation, and insurance and accident reserve funds;
 - (b)-Repairs and maintenance;
 - (c)-Reconstruction and replacement;
 - (d)-Bond interest and sinking funds on bonded debt;
 - (e)-Extensions and improvements; and for a
 - (f)-Surplus Fund.

128. DEPRECIATION

1. The P.U.C. shall determine reasonable annual depreciation for each utility on the basis of appraisal of estimated life of property.
2. P.U.C. shall make appraisals and revise prior estimates and redetermine annual depreciation at least every 5 years.

128.1 RECONSTRUCTION AND REPLACEMENT

P.U.C. must create and maintain a Reconstruction and Replacement Fund for each utility, sufficient for physical and functional depreciation, to be appropriated annually, per practice of similar utilities.

129. UTILITY SURPLUSES

Surplus accumulations in excess of 25% of proceeding years total expenditures for operations, repairs and maintenance MAY be transferred by B/S to the GENERAL FUND. (For each utility).

130. RATES

1. P.U.C. shall fix rates for all utilities under its jurisdiction; collect amounts due; quit service to delinquent consumers; settle and adjust claims from operations of utilities.
2. P.U.C. may provide utility service outside of S.F. at rates to include interest during construction.
3. To adopt or revise rates, P.U.C. shall publish intention for 5 days; fix time for public hearing of protests.
4. Utility rates shall cover all expenses for operation and maintenance, with interest and sinking fund for bonds; and if rates are inadequate, B/S may by 2/3rds vote, provide for the deficit from the tax levy.
5. All changes in rates or fares proposed by P.U.C., shall require 2/3rds vote of B/S to reject and return same to P.U.C. for revision. If B/S fail to act on proposed schedule of rates within 60 days, the schedule shall become effective.

131. STREET RAILWAY 25 YEAR OPERATING PERMIT

1. Private street railway in S.F. may surrender all rights and franchises, and receive a 25 year operating permit in consideration thereof.
2. This section does not apply to specific railway franchises as listed.
3. Declaration of Surrender shall be certified as provided by law for conveyance of real property; and Clerk of Supervisors shall deliver a copy thereof with S.F. seal, signed and attested to the Declarant.
4. Each permit shall be for 25 years, and City and County retains right to acquire the railway property for a fair price.
5. Price to be fixed by agreement between the owner and B/S, or by condemnation, and price not to include any claim for going concern value or intangibles.
6. City and County shall give written notice of intention to buy by B/S' resolution, and thereafter revoke permit.
7. Failure of City and County to pay does not prevent subsequent acquisition.
8. Purpose and intention of Charter Sections 131 and 132 is to provide for operations of railways under permits or purchase by City and County

132. STREET RAILWAY EXTENSION AND ABANDONMENT

1. B/S shall have power to grant supplemental permits to expire concurrently with existing operating permit.
2. No line shall be abandoned unless authorized by B/S, by ordinance finding public interest not injured.

132.1 ABANDONMENT OF STREET CAR OR OTHER TRANSPORTATION SERVICE

1. Upon consolidation of S.F. Municipal Railway with any other railway, no line shall be abandoned or service discontinued, except with recommendation of P.U.C. and notification of B/S who shall hold public hearings, and approval requires at least 9 votes.
2. B/S must act within 30 days of P.U.C.'s recommendation, and failure to act is deemed to be approval.
3. P.U.C. may abandon lines in operation less than one year without approval of B/S.

133. REGULATION OF STREET RAILWAYS

1. P.U.C. shall have power to allow two or more lines to use same streets and tracks, paying equally for construction, repairs, maintenance, etc.
2. Two or more lines may jointly use tunnels, viaducts, subways, each paying equally for costs or construction and operations.

SCHOOLS

134. BOARD OF EDUCATION

1. All public schools of School District in S.F. shall be under control of Board of Education consisting of 7 members, appointed by Mayor and confirmed by Electorates, subject to removal in same manner as elective officers, serve for term of 5 years, and paid \$100 per month.
2. Mayor shall file names of qualified citizens with Registrar of Voters, for confirmation by voters.
3. If a majority of voters reject, the Mayor's nominee shall not be eligible for nomination for at least three years; and Mayor shall appoint a qualified citizen to serve until another nominee is confirmed by voters at next election.

135. POWERS AND DUTIES OF BOARD OF EDUCATION

1. Board of Education has powers as conferred by general laws of State and this Charter.
2. Board of Education shall have power to establish and maintain schools as authorized by State law, and change, modify, consolidate or discontinue schools as public welfare may require.
3. Board of Education is empowered by State law and Charter, to establish and maintain public schools, and modify, consolidate or discontinue same as public welfare may require.
4. Board is empowered to employ teachers and other persons as necessary; to fix, alter their salaries except as Charter otherwise provides; promote, transfer, or dismiss for insubordination, immoral or unprofessional conduct, or unfitness for teaching
5. Board, upon recommendation of Superintendent of Schools, shall appoint, promote, assign or transfer all certificated employees, with promotions strictly on merit.
6. Board empowered to remove teachers per State law and in Charter, based on written charges by Superintendent of Schools, investigation and a fair and impartial hearing before Board.
7. All teachers, heads of departments, vice-principals, principals, supervisors and directors shall be permanent after 3 years of probation.
8. Board is empowered to grant and to renew teachers' certificates; or revoke same for insubordination, immoral or unprofessional conduct or unfitness for teaching.
9. Non-teaching and non-technical positions or other non-certificated positions shall be subject to civil service.
10. The Board, with approval of Controller, shall establish regulations and strict accountability for all cash disbursements; and prompt payment of salaries to officers, teachers and other school department employees.
11. Board may authorize payment of salaries of certificated employees in 12 equal payments for annual compensation.
12. Excess salary payments to certificated employees shall be reimbursed; and may be withheld from retirement accumulations or credits until reimbursed.
13. Board shall fix salaries for certificated employees between 1st and 21st days of May for ensuing year.

135.1 NON-CERTIFICATED EMPLOYEES, IN PUBLIC SCHOOL CAFETERIAS,
WITH CERTAIN EXCEPTIONS, SUBJECT TO CIVIL SERVICE

All non-certificated public school cafeteria employees of S.F.U.S.D. shall be civil service, except those holding part-time positions within limitations of Charter Section 142 (2).

136. SUPERINTENDENT OF SCHOOLS

1. Superintendent is appointed by Board of Education, as executive officer for 4 year term, with salary fixed by Board of Education and approved by B/S.
2. Superintendent may be removed for misconduct or incompetency, after written charges, at public hearing with counsel, by 2/3rds vote of Board of Education, in accordance with procedures as detailed in this section.
3. Superintendent has powers specified by Charter for department heads, plus powers fixed by general law.
4. Superintendent and associate and assistant superintendents shall have expert or technical qualifications, but are not subject to residence qualification except shall reside in City and County during incumbency.
5. Superintendent may appoint a confidential secretary, who serves at his pleasure.

CIVIL SERVICE

140. CIVIL SERVICE COMMISSION

1. Civil Service Commission is hereby established charged with duty of providing qualified persons for appointment to service of City and County; all appointments shall be for good of public service, solely upon merit and fitness, by appropriate tests, without regard to partisan, political, social, or other considerations.
2. Commission of 3 members, appointed by Mayor, for 6 year terms, with each appointee taking oath to be filed with County Clerk: "I am apposed to appointments to the public service as a reward for political activity and will execute the office of civil service commissioner in the spirit of this declaration."
3. Commissioners may be removed only upon charges in same manner as Charter provides for elective officers, and each receives monthly salary of \$100.
4. Special meetings to consider and adopt examination questions shall not be open to public; but regular meetings shall be open to public and employees after regular working hours of 8 A.M. to 5 P.M., and persons shall be heard before final action is taken.

141. POWERS AND DUTIES

1. Civil Service Commission shall be employment and personnel department of City and County, and determine appointments on basis of merit and fitness, and appropriate tests.
2. Commission shall classify duties and responsibilities of all Civil Service positions and exempt civil service (per Charter Section 151), on the basis of duties and responsibilities of employment, and training and experience required with Commission to be the judge.
3. Commission may allocate or reallocate positions but not adversely affect rights of incumbent; and no person shall hold a position outside of appointed classification except appointments within department to which his chief may temporarily assign him.
4. Official class titles and class numbers assigned to positions by Commission shall be used in all records, reports, statements, communications, the compensation schedule, annual budget and salary ordinance, payrolls and appropriation ordinances.
5. Commission shall adopt rules to govern: applications; eligibility; duration of eligible lists; certification of eligibles; appointments; promotions; transfers; resignations; lay-offs or reduction in force for various reasons as stated; and make changes in such rules to be published, but no change in rules to affect a case pending before the Commission.
6. The Secretary may certify eligibles and payrolls and conduct examinations under the rules.
7. Commissioners are empowered to institute and prosecute legal proceedings for violations of civil service provisions.

142. POSITIONS

1. All positions in City and County departments, including those created by State law, are subject to Civil Service, except:
 - (a)-Attorneys and physicians in their professional capacity, not including executive positions with part-time work as professionals;
 - (b)-Inmate help or student nurses, or part-time services (not more than 70 hours or \$150 maximum per month), with the \$150 adjustable to average percentage increase or decrease annually;
 - (c)-Persons employed outside of S.F. by City and County, when exempted by the Commission, and working on construction work;
 - (d)-Expert professional temporary services, when exempted by Commission for a specified period.
 - (e)-Positions specifically exempted by the Charter or where an appointment is exempted under the Charter.
2. Employees with Civil Service rights under the prior Charter, or exempt Civil Service thereunder; but, with one year of continuous service immediately prior to January 8, 1932, shall continue such rights or acquire same.
3. Any City and County employee shall not hold or retain any other salaried position with U.S., State, or City and County department, including election or appointive.

143. CREATION OF POSITIONS

1. New positions in any City and County office may be created by B/S by appropriation ordinance, upon recommendation of appointing officer after receiving: designation, classification, data and written opinion of Civil Service Commission.
2. Appointive officer shall immediately notify Civil Service Commission of creation or abolition of positions, change in duties, appointment, resignation, suspension, dismissal, changes in rates of compensation, etc.
3. The term "appointing officer" shall include any Board or Commission which appoints such officer.

144. APPLICATIONS

- 1-Any citizen qualified under Charter Section 7, may apply for examinations under Civil Service Commission.
- 2-Municipal Railway motormen, conductors, or bus operators need not be residents of S.F. at time of application, but must so reside within 6 months after completing probation per Section 148.
- 3-Commission shall advertise in official paper, the time, place, and scope of entrance examinations; and notify all eligibles for promotional tests.

145. QUALIFICATIONS AND TESTS

1. All civil service tests shall be competitive, with 2 or more candidates, except if only one qualified applicant, examination may be held by recommendation of Commission and resolution of B/S.
2. Commission shall control all examinations; may employ suitable persons as Examiners; tests may be written, oral, mechanical or physical, or any combination thereof; tests shall be practical and related to job.
3. Commission shall be sole judge of tests and ratings; may set passing marks, and number to be placed on lists; with no questions are to refer to political, religious or fraternal matters.
4. Fire and Police shall be not less than 21 or over 35 years; with physical qualifications equal for enlistment in U.S. Army, Navy or Marines.
5. Mechanical trades and occupants may be rated solely on experience and physical; laborers tests shall relate only to physical and experience qualifications and ranked in order of priority of application.
6. Lists may be removed after 2 years, and shall expire in 4 years; and scope may designate automatic expiration date between 2 and 4 years.
7. Veterans with 30 days or more actual service and their widows are allowed 5% only in one entrance examination, and 3% once for a promotional in instances when permanent appointments are attained.
8. Disabled veterans are allowed 10% on entrance tests if the disability is registered with U.S. Veterans' Bureau.

145.01 TIME OF WAR

- 1-Defines terms: Army, Navy, or Marine Corps for purposes of administrating Section 145 of Charter.
- 2-"Time of War" includes:
 - (a)-Period from declaration of State of War by Congress to termination by truce, cessation of hostilities, or otherwise;
 - (b)-Period of active military operations without declaration;
 - (c)-Time in assisting United Nations per existing treaty, in active military operations, per existing treaty.

145.1 LIMITED TENURE APPOINTMENTS

- 1-Civil Service Commission by rules, may qualify applicants as Limited Tenure, in time of war, by informal and non-competitive tests when eligibles are not available from regular lists.
- 2-Limited tenures not to exceed 6 months service beyond cessation of hostilities.
- 3-Limited tenures may be terminated by lack of funds or by appointive officer for good cause with approval of civil service commission without regular procedures.
- 4-Limited tenures acquire no right or preference to permanent status.
- 5-Municipal Railway Limited Tenure acquire no rights in assignment of runs for platform employees.
- 6-Limited Tenure appointments prevail over non-civil service.
- 7-Commission shall report lack of funds to hold examinations to Mayor, and B/S shall make supplemental appropriations.
- 8-Civil Service shall adopt rules to cover Section 145.1, and to govern Limited Tenure appointments.
- 9-Limited Tenure may go into effect in national emergency, upon recommendation of Commission, and 2/3rds of B/S by ordinance, and cease 6 months after repeal by B/S's ordinance.

145.02 EMPLOYMENT OF BLIND PERSONS

- 1-Policy of City and County is to encourage hiring of qualified blind, unless eyesight is indispensable for the position.
- 2-Duty of Civil Service Commission is to classify employments which may be efficiently performed by qualified blind, and conduct fair examinations and tests.

146. PROMOTIONS

- 1-Civil Service Commission shall provide for promotions on basis of appropriate examinations and tests, including ascertained merit and records of City and County service, and give credit for service.
- 2-The Commission shall announce in scope circular the next lower rank of eligibles for promotions.
- 3-Police and Fire promotions shall be from next lower rank with consideration to meritorious public service, seniority and a clean record; with all examinations to be written and pertinent to the duties.
- 4-Police and Fire Department examinations shall include up to 15% of total credits, in varying percentages for each year of service; plus 6% for a clean record; and 4% for meritorious service.

146.1 SUBSTITUTE PROMOTIONAL EXAMINATIONS FOR PERSONS RETURNING FROM AUTHORIZED MILITARY LEAVE

- 1-Permanent civil service employees are entitled to similar promotional examinations after returning from military leave; and persons reached on entrance or promotional lists are deemed to be appointees.
- 2-Returnees must apply in writing within 30 days after abridgment of military leave to qualify for similar promotional examinations; and Civil Service Commission must hold such examinations within a reasonable time thereafter.
- 3-If minimum passing mark is attained, Civil Service Commission shall rank the eligible according to his grade, and qualify to fill vacancies, subject to probation, for period of 4 years.
- 4-Seniority for computing salary increments and service credits in promotionals is granted from date his name would have been reached had his name appeared on the original list; and for other purposes seniority dates from date of appointment.
- 5-Appointees to permanent positions resulting from similar promotionals, shall be eligible to further promotions during probation, and eligible for certification after satisfactorily completing said probation.

147. NO AID, HINDRANCE, FRAUD OR COLLUSION PERMITTED

1. Rights to take examinations shall not be defeated nor obstructed; nor shall examinees be furnished with special or secret information or submit false information concerning examinations.
2. Fraudulent standings on a list shall result in removal from list or from positions gained from such list.

147.1 INSPECTION OF CIVIL SERVICE EXAMINATION PAPERS

- 1-Examination questions and answers shall be available for review by participants who may bring written authorities to assist in preparing protests.
- 2-Written examinations shall not be scored until all protests acted upon and official rating key is adopted by Civil Service Commission, and thereafter Civil Service Commission shall make no changes in questions or answers.
- 3-After tentative list is posted, all examination papers, questions, answers, and grades shall be open to public inspection for \$1.00 per candidate, except no charge to inspect own papers.
- 4-Civil Service Commission may correct rating errors and tentative lists.
- 5-Reasonable time shall be provided for inspection of papers, not less than:
 - (a)-3 days for entrance examinations;
 - (b)-5 working days for promotionals; but in no event
 - (c)-In excess of two weeks.
- 6-Civil Service Commission shall establish procedures relative to inspection of examination papers and security of examination material.

148. REQUISITION, CERTIFICATION AND APPOINTMENT

- 1-Appointive officer requisitions, and Civil Service Commission certifies highest eligible and duration of employment.
- 2-Sex shall be disregarded except when specified by statute, rule of commission, or by appointive officer.
- 3-Commission may provide for waiving of temporary or seasonal calls.
- 4-Permanent calls are subject to 6 months probation; Police for one year.
- 5-Terminations during probation shall be by written notice to employee; and Civil Service Commission shall inquire into circumstances except Police and Fire.
- 6-Upon termination on entrance examination, an employee may be dismissed or returned to the list for further appointment under conditions deemed just by the Civil Service Commission.
- 7-On promotional terminations, employee has right to appeal for hearing before commission, which may: (1)-dismiss; (2)-reinstate; or (3)-order return to former job.
- 8-Immediately prior to expiration of probation, appointive officer shall report to civil service as to competence, and recommend permanent appointment.

149. EMERGENCY APPOINTMENTS

- 1-Temporary certifications may be made from another suitable list if no list.
- 2-Non-civil service or emergency appointment may be made not to exceed 90 days, or prior if eligible reports.
- 3-An emergency or non-civil service appointment may be made, not in excess of 30 working days, if eligible is unable to report immediately when needed.
- 4-No non-civil service or emergency appointee shall be compensated for more than 90 working days in any fiscal or calendar year; nor shall any such claim be allowed.
- 5-If no list exists, an immediate examination shall be held; and commission shall report to mayor to request B/S for supplementary appropriations which may be needed to conduct such examination.
- 6-B/S by 3/4ths vote shall declare an unemployment emergency; and civil service commission shall have power to exempt certain employments without adversely affecting rights of civil service eligibles; and to adopt special rules governing such emergency appointments.

150. VERIFICATION OF PAYROLLS

- 1-All personal services shall be paid by warrants, on basis of claims or rolls approved by department heads, and sent to Civil Service prior to Controller.
- 2-Secretary of Commission shall certify all persons legally appointed on the payroll, note any disapproved items, and send to the Controller after approval by the Secretary.
- 3-Team and truck hire shall be considered as personal service, and approved on timerolls by the Civil Service Secretary.
- 4-Warrants are in full payment of all personal services, and all fees except Charter Section 32 (Sheriff), shall be deposited with the Treasurer.
- 5-No payment to exceed actual service, except jury fees which shall be deducted from basic pay, and so noted on time-rolls.

151. STANDARDIZATION OF COMPENSATION

- 1-B/S, by ordinance, shall fix salary, wage and compensation rates (except pension, or retirement).
- 2-Compensations specified in Charter shall not be subject to standardization.
- 3-Compensations excluded from this section, to be fixed by department head with approval of board or commission concerned, and subject to appropriations, include: Teaching and technical schools; Steinhart Aquarium; Law Library; Construction workers outside of S.F.; Part time and institutional help less than \$50.00 per month.
- 4-Civil Service Commission shall submit to B/S schedules of compensations recommended with range (minimum, intermediate and maximum based on seniority), in accord with prevailing rates in private employment or comparable governmental organizations in this state, with a minimum of \$106 per month for full time.
- 5-Before submitting to B/S, the standardization schedules of compensation shall be published once a week for two weeks.
- 6-B/S may amend schedule, which shall be reviewed by Civil Service Commission which shall report back before any amendment thereto.
- 7-Salaries and wages to be paid shall be fixed by B/S, in ordinance, and in accord with annual salary ordinance and appropriations therefor.
- 8-Every five years or more often if economic conditions have changed, the Civil Service Commission shall prepare and submit a schedule of compensations to B/S.
- 9-B/S shall appropriate \$12,500, as salary survey fund, to be reimbursed in annual budget.
- 10-Compensations commonly paid on an hourly or per diem basis shall be established on a weekly, semi-monthly or monthly basis, including an allowance for annual vacation.

151.1 OFFICERS SUBJECT TO SALARY STANDARDIZATION

Compensations of all elective and appointive officers shall be subject to salary standardization, except: members of Supervisors and other boards and commissions; superintendent of schools; and members of several ranks of the Police and Fire Departments.

151.2 ATTORNEY FOR PUBLIC ADMINISTRATOR SUBJECT TO SALARY STANDARDIZATION

Compensation of attorney appointed by Public Administrator shall be subject to salary standardization.

151.3 BASIS OF STANDARDIZATION OF COMPENSATION OF CERTAIN EMPLOYEES

- 1-Civil Service shall certify same rates as prevail for groups or crafts through recognized collective bargaining agreements, and B/S shall fix rates prior to April 1st, effective July 1st; and budgets in process shall be revised by department heads concerned.
- 2-Relates to fixing of hourly rates for Municipal Railway platform, coach and bus operators, including details concerning:
 - (a)-Rates for 1956-1957 and 1957-1958;
 - (b)-Yearly establishment of average rates paid in two highest municipalities in the U.S., with population of at least 500,000, and employing at least 400 operators;
 - (c)-Rate of 20 cents extra paid while instructing;
 - (d)-Specifying holidays and rates applicable;
 - (e)-Rates for trainees.

151.4 ANNUAL VACATION OF EMPLOYEES

- 1-Allowances of vacation with pay shall be: 10 working days after one year's continuous service and 15 working days after five years service.
- 2-Section 151.4.1 relates to accumulating unused vacation up to 30 days.
- 3-Section 151.4.2 relates to work of less than 5 days per week and computing vacation in proportion.
- 4-Section 151.4.3 relates to holidays during vacation not charged as vacation time.
- 5-Section 151.4.4 relates to vacations shall be taken at convenience of department head with due regard to seniority.
- 6-Section 151.4.5 relates to pro rating of accumulated vacations for terminations after January 1st.
- 7-Section 151.4.6 provides for B/S, by ordinance to administer, interpret and regulate sections 151.4 through 151.4.5.

151.5 VACATION FOR PER DIEM WORKERS

All City and County employees under Section 151.3 (standardization) are entitled to vacations as established in Section 151.4.

151.6 UNIFORMED OFFICERS OR EMPLOYEES-REPLACEMENT OF EQUIPMENT OR PROSTHESIS

Provides for B/S by ordinance to replace equipment property, or prosthesis of any uniformed officer or employee of the police, fire, sheriff or municipal railway damaged in line of duty; and Board by 3/4ths vote may replace damage or loss of any other officer or employee where occasioned by unusual circumstances or extraordinary event.

152. SERVICE RECORDS

Civil Service Commission shall establish inspection service to investigate conduct and action of employees for promotion and other purposes; and all departments shall cooperate.

153. LEAVES OF ABSENCE

- 1-Rules for leaves shall be established by Civil Service Commission, with 6 months limit for leaves outside of City and County service or unrelated service in other City and County department; and no limit for leaves for promotion to non-civil service job for related work, or in some departments.
- 2-Leaves shall be granted for military service to employees of the City and County or non-certificated employees of School Department during war, but not to exceed 2 years after peace, except if disabled; and if drafted in time of peace not in excess of 3 months after service, but must file copy of orders.
- 3-"War Effort Leaves" may be granted during emergency declared by President of U.S. under authority of ordinance by B/S, for services directly connected with the prosecution of war or national defense or preparedness; and/or for sea duty as licensed officers aboard ships operated for U.S. government.
- 4-Permanent employees are entitled to resume positions with all accrued rights at expiration of military leave.
- 5-Persons in Armed Forces retain status on lists, and shall be preferred for appointment for up to 4 years after peace.
- 6-Within one year after discharge, employees shall be entitled to assume civil service status if their name was reached on list, subject to completion of probation; except that uniformed ranks of police or Fire Department eligibles must be under 35 when names would have been reached.
- 7-Persons completing written examinations before military leave, may complete other tests after discharge and be qualified as at the date they would have been reached.
- 8-Civil Service Commission shall adopt rules regarding leaves and lay-offs governing return from military leave.
- 9-All matters concerning employees granted military or war effort leaves are governed by this section.
- 10-Sick or disability leaves are governed by Civil Service Commission rules, approved by B/S in ordinance; with accumulated sick leaves not to exceed 6 months; and violations shall be deemed as insubordination and inattention to duties.
- 11-B/S shall request Civil Service Commission for a report and shall approve, amend, or reject any amendments to rules regarding leaves of absence.

153.1 REINSTATEMENT OF AND LEAVES OF ABSENCE FOR MEMBERS OF AMERICAN RED CROSS

154. SUSPENSION AND DISMISSAL FOR CAUSE

- 1-No permanent employee shall be removed except for cause, with written charges and hearing in own defense; except Police and Fire Department per Section 155.
- 2-Appointing officer:
 - (a)-May suspend accused pending hearing, for no more than 30 days plus delays by act of accused;
 - (b)-Shall notify accused of time and place of public hearing by mail to last known address;
 - (c)-Shall determine charges and may exonerate, suspend or dismiss the accused;
 - (d)-May, if employee is exonerated, remit suspension and order payment of salary during suspension and expunge charges from the employee's record;
 - (e)-Shall notify Civil Service Commission of charges, the hearing and findings which shall be final unless appealed to Commission within 30 days;
 - (f)-The appeal and all proceedings shall be in writing.
- 3-Civil Service Commission shall: examine the case; require additional evidence; and make its decision which shall be final and be enforced; or may reverse or alter findings of appointive officer and order employee to be paid salary withheld.
- 4-A citizen or agent of Civil Service Commission may file charges, if appointive officer fails to act, for: incompetence, habitual intemperance, immoral conduct, discourteousness to the public, dishonesty, inattention to duties, or engaging in prohibited political activities.
- 5-This section does not restrict rules of Commission regarding lay-offs or reduction in force.
- 6-Appointing officer may, for disciplinary purposes suspend a subordinate for a period not more than 30 days with loss of salary during suspension; and employee shall be notified in writing of the reasons. If suspended for more than 5 days, the employee shall be granted a hearing, upon request, by the appointive officer whose decision for all suspensions for disciplinary purposes shall be final.

155. FIRE AND POLICE DISCIPLINARY PROCEDURE

- 1-Members guilty of departmental rules and regulations, shall after hearing by Police or Fire Commission, be liable for punishment by: Reprimand; Fine (not more than one month's pay); Suspension (not more than 3 months; or Dismissal.
- 2-Chief of Police or Fire Department may suspend a member for violations of departmental rules and regulations, not to exceed 10 days.
- 3-Suspensions may be appealed in writing to the Police or Fire Commission.
- 4-Accused members shall not be dismissed nor punished except for cause; nor until after trial by his commission; upon a verified specified complaint; and reasonable notice as to time and place of public trial where he and counsel may appear with necessary witnesses (free of expense).

156. TRANSFER OF DISABLED

- 1-Civil Service Commission with consent of appointing officers concerned may transfer permanent employees (except Police and Fire Department members serving less than 3 years) who become disabled to another position within their capacity, with compensation within prior maximum; including employees disabled while serving in Armed Forces during military leave.
- 2-Upon recovery from disability such employees may return to a vacancy in their former classification.
- 3-Salaries to disabled transferees shall not be subject to standardization, but are fixed by Civil Service Commission.
- 4-Civil Service shall make rules to govern this section.

156.1 TRANSFER OF PERMANENT CIVIL SERVICE EMPLOYEES BECAUSE OF TECHNOLOGICAL ADVANCES, AUTOMATION, OR INSTALLATION OF NEW EQUIPMENT

- 1-Permanent employees to be replaced by automation or new equipment may be transferred to other positions within their capacities by the Civil Service Commission which shall judge ability of employees by examinations.
- 2-Such transferees shall not be transferred to a higher classification; shall serve a new probationary period; and may return to vacancy in former classification with approval of Civil Service Commission and appointing officer involved.
- 3-Civil Service Commission shall adopt rules to govern this section.

157. PROHIBITION OF POLITICAL ACTIVITY

Active participation by civil service employees or eligibles in City and County politics for election of public officials is subversive to the merit system; deemed as insubordination and cause for suspension or dismissal. Such acts include: taking part in political campaigns; solicitating votes; raising funds for hindering or favoring candidates for election.

158. RETIREMENT SYSTEM FOR OFFICERS AND EMPLOYEES

- 1-S.F. City and County Retirement System is hereby created to continue existing retirement and death benefits for officers and employees.
- 2-Elective officers and members of boards and commissions shall not be eligible to retirement system benefits.
- 3-Any officer or employee eligible for retirement system by adoption of this Charter must be under 70 years of age; and any benefits granted for service prior thereto shall be provided by City and County contributions.
- 4-B/S, by 3/4ths vote, may adopt ordinances necessary to enforce Sections 158 through 172 of Charter; but they must secure an actuarial report of cost and effect before enacting any ordinance or submitting a proposed Charter amendment concerning changes in benefits.

158.1 RETIREMENT OF ELECTIVE OFFICERS

- 1-Notwithstanding Section 158, elective officials (except B/S and members of boards and commissions) have option (in writing within 90 days), to join Retirement System with contributions and benefits based on salary only up to \$1,000 per month.
- 2-Elective officials may retire after 25 years of membership in System, at age of 70 years; and receive an allowance not in excess of \$500 per month.

158.2 RETIREMENT OF ELECTIVE OFFICERS (CONTINUED)

Notwithstanding Section 158.1, elective officials shall be retired on the day following end of term in which age of 70 is attained; with retirement allowances to be adjusted for prior service, contributions, options and etc., as outlined in detailed in this section.

158.3 RETIREMENT-COURT EMPLOYEES AND ATTACHES

- 1-Superior or Municipal Court employees, attaches, commissioners, phonographic reporters and other various employees shall be members of the Retirement System under Section 165.2 (Retirement-Miscellaneous Officers and Employees on and after July 1, 1947); on the basis of service records, options, contributions, conditions and etc., as detailed in this section.

158.4 RETIREMENT-PARKING AUTHORITY EMPLOYEES

Officers and employees of Parking Authority, except Members of Authority, shall become members of the Retirement System on effective date of this section, subject to: election in writing to becoming a member; effective date of membership; payment of amount of normal contributions plus interest, per Section 165.2 of Charter, and under conditions outlined in this section.

159. RETIREMENT BOARD

- 1-Retirement Board consists of:
 - President of Board of Supervisors;
 - City Attorney (who may designate an assistant to act for him);
 - Resident official of a life insurance company (appointed by Mayor-5 years);
 - Officer of a bank (appointed by Mayor for 5 years);
 - Three members elected from active members (for 5 years).
- 2-Retirement Board receives no compensation; appoints an actuary and Secretary; may employ a consulting actuary from time to time; and Secretary or actuary has power to administer oaths and affirmations regarding Retirement matters.
- 3-Retirement Board shall be sole authority and judge, under B/S' ordinances, as to how members may receive benefits under Retirement System; and exclusive control of investment of funds legal for insurance companies.

160. ACTUARIAL TABLES, RATES AND VALUATIONS

- 1-The actuary, with approval of Retirement Board:
 - (a)-Recommends mortality rates, service and other tables, and rates contributions of members which shall be final and basis of Retirement System.
 - (b)-Determines annual contributions which shall be paid by City and County for services provided prior to or after membership in Retirement System; and administrative costs.
- 2-City and County contributions shall be charged by Controller to various funds receiving services except that services to temporary or non-existing funds shall be charged to General Fund.

161. CONTINUOUS SERVICE

- 1-B/S shall define continuous service which shall not be broken by absence of any officer or employee on military leave prior to September 14, 1940, for purposes of credit to Retirement System.
- 2-Military service on and after September 14, 1940, in various branches of military is described and defined in detail in this section.

161.1 CONTINUOUS SERVICE-MILITARY SERVICE-MEMBERS'
CONTRIBUTIONS

Section 161.1 relates to contributions of members to Retirement System during military service; loss of credits without loss of continuity for failure to maintain contributions; making up contributions after return from military service and restoration of credits therefor, and etc.

161.2 CONTINUOUS SERVICE-MILITARY SERVICE-CITY AND COUNTY'S
CONTRIBUTIONS

Section 161.2 relates to contributions by City and County for benefit of employees in military leave, including earnable compensation basis for such contributions, including rights to receive refunds plus interest relative to such contributions.

162. DEFINITION, MEMBERS OF FIRE AND POLICE DEPARTMENTS

- 1-Police and Fire Department members (before or after January 1, 1900) not over 35 years at time employed, are considered to be in Retirement System.
- 2-Police and Fire Department members assigned to perform outside of S.F.; is considered as City and County service.

163. PENSIONS OF RETIRED PERSONS

- 1-Retired members receiving retirement allowances shall not serve in any City and County elective or appointive position; nor receive any pay for service rendered to the City and County after retirement except for election officers, juror, or expert witness on behalf of the City and County.
- 2-Earnings by gainfully employed retired members (except prior to January 8, 1932, or for disability) plus retirement allowances shall not exceed the compensation upon which said pension allowance is determined.

164. CONTRIBUTIONS TO RETIREMENT SYSTEM

- 1-City and County shall contribute jointly with members to meet liabilities of Retirement System for services rendered to City and County.
- 2-Members shall contribute not to exceed 10% of salaries or wages; but may elect to contribute extra amounts.
- 3-City and County shall contribute or match only to the extent of the normal contributions by members.

165. MISCELLANEOUS OFFICERS AND EMPLOYEES

1-Officers and employees of City and County, except Police and Fire Department, shall be members of Retirement System, subject to Sections 158 through 164 of Charter, and following provisions:

(a)-B/S shall determine which departments, officers, or employees shall be members, including S.F. School Department teachers whose contributions depend upon amounts contributed to State of California's pension system.

(b)-No member shall be retired (except for disability) unless:

62 years with 10 years' continuous service;

70 years (compulsory retirement); or

After 30 years of service and below 62 years per tables recommended by Actuary and approved by Retirement Board.

(c)-Teachers retired prior to 1925 are subject to law of 1913 relating to California Public School Teachers' Retirement Salary Fund.

165.1 PACIFIC GAS AND ELECTRIC COMPANY EMPLOYEES

B/S, by ordinance, shall provide for permanent retirement rights for employees of P.G. & E, who become employees of the City and County upon purchase or other permanent acquisition of said company; comparable to benefits to other employees of City and County.

165.1.1 RETIREMENT-MISCELLANEOUS OFFICERS AND EMPLOYEES PRIOR TO JULY 1, 1947

Members of this class retired prior to July 1, 1947, will receive an extra retirement allowance of \$25.00 per month, based on 20 years of credited service or prorata thereof for less than 20 years, subject to various options taken by members; providing for payments of the additional amounts from reserves held by the "System" to be replaced annually by increases in contributions by members and by the City and County out of appropriations, per computations by the Actuary, in accordance with the procedures and conditions as described in detail.

165.1.3 RETIREMENT CONTINUED-INCREASING RETIPEMENT ALLOWANCE OF MISCELLANEOUS OFFICERS AND EMPLOYEES RETIRED PRIOR TO JULY 1, 1947

Provides an increase of \$25.00 per month, in the same language as in Section 165.1.1.

165.1.4 INCREASING RETIREMENT ALLOWANCES OF MISCELLANEOUS
OFFICERS AND EMPLOYEES RETIRED UNDER SECTION 165 OF THE
CHARTER PRIOR TO JULY 1, 1952

Provides an increase of \$25.00 per month, in the same language as in Sections 165.1.1 and 165.1.3, except as to the date (July 1, 1952).

165.1.5 INCREASING RETIREMENT ALLOWANCES OF MISCELLANEOUS
OFFICERS AND EMPLOYEES RETIRED UNDER SECTION 165 OF THE
CHARTER PRIOR TO JULY 1, 1947

Provides an increase of \$25.00 per month for persons retired prior to July 1, 1947, in the same language as in Sections 165.1.1 and 165.1.3 (except as to date).

165.2 RETIREMENT-MISCELLANEOUS OFFICERS AND EMPLOYEES ON AND
AFTER JULY 1, 1947

- 1-Members shall include: Miscellaneous Officers and Employees under Section 165 of the Charter, subject to Sections 158 to 161, plus part-time, temporary or substitute employees as determined by 3/4ths of B/S by Ordinance.
- 2-Employees, including those absent for military leave, may elect by option, to be members under Section 165 or 165.2 of the Charter.
- A-Words and phrases defined for this section include:
"retirement allowance"; "allowance"; "compensation";
"compensation earnable"; "benefit"; "average final compensation"; "miscellaneous officers and employees";
"member"; "retirement system"; "system"; "Retirement Board"; "Charter"; "interest."
- B-Eligibles for retirement benefits include members:
 - (1)-55 years of age with 20 years of service credit, who shall receive percent of actuarial equivalent applied against final average compensation based on percent for each year of service for those over 60 years (1-2/3% for each year).
 - (2)-60 years of age with at least 10 years of service, to receive 1-2/3% of final average compensation for each year of service credit.
 - (3)-Retired members may elect to receive a part in monthly allowances and part as death benefits.
 - (4)-Generally, City and County's contribution share of service retirement allowance shall not be less than \$50 per month after 30 years of service and 60 years of age, in accordance with conditions as outlined.
- C-Members becoming incapacitated are eligible for disability retirement allowances after 10 years of service, on basis of 1 1/2% of average final compensation for each year of credited service, subject to modifications per conditions described.
- D-No modification of retirement benefits shall be made if member receives State Workmen's Compensation benefits.

E-If a member dies before retirement, a death benefit shall be paid of 6 months' salary plus his accumulated contribution plus interest thereon; or, if eligible for service retirement at time of death per sub-section (B) of this section, the surviving spouse will be entitled to retirement benefits at rates herein prescribed.

F-A member ceasing employment before retirement shall be refunded his accumulated contributions plus interest thereon; subject to rights relating to re-employment, refund, and right to allow accumulated credits remain in the "System" and receive retirement benefits later, under conditions as described in detail.

G-Members of the "System" shall be credited for service time as Miscellaneous Officers or employees and Members of the Police or Fire Departments for the purpose of calculating benefits; subject to adjustments by refund or added payments into the System in event of transfers between classifications; and including service credited for military leave per Section 161 and prior service credited by the B/S per Section 165 of Charter.

H-Retirement benefits shall be financed from funds received by the System, plus interest earned thereon from various sources in accordance with calculations, rates and conditions described in this section, from:

- (1)-Normal and other rates of contributions by members, including teachers, applied against the members' compensations;
- (2)-Contributions deducted from members for services prior to effective date of this section;
- (3)-Contributions by the City and County including interest thereon, to the extent and in the manner as described.

I-Members are entitled to retire with allowances after completing service outlined under "B" of this section.

J-Retire members may not serve as City and County elective officials; members of a board or commission; nor perform services except as election officers or jurors. Benefits paid to retired members under 60 years of age plus amounts earned in gainful employment shall not exceed compensation at time of retirement.

K-Provisions of this section shall supersede and govern over any other section of Charter in conflict with this section.

L-Any member convicted of a crime involving moral turpitude shall forfeit all rights to retirement benefits except to receive a refund of his accumulated contributions; or, if eligible for retirement an annuity which shall be the actuarial equivalent of his accumulated contributions.

165.2.1 RETIREMENT-MISCELLANEOUS OFFICERS AND EMPLOYEES (\$25.00
MONTHLY INCREASE

Provides for an increase of \$25 per month, in the same language as Sections 165.1.1; 165.1.3; 165.1.4; and 165.1.5, except that this section (165.2.1) grants the increase to members prior to July 2, 1952, and applies to members under Section 165.2 of the Charter.

165.3 RELINQUISHMENT OF CERTAIN RETIREMENT ALLOWANCES

Members retired after June 30, 1955, who are members of State Teachers' Retirement System may relinquish rights to allowances from City and County System which shall thereupon pay out the actuarial equivalent of such person's accumulated contributions to the State's System, in accordance with conditions outlined.

165.4 CREDIT ON CURRENT CONTRIBUTIONS, FOR CERTAIN PUBLIC
RESERVES RELEASED BY WITHDRAWAL OR RELINQUISHMENT BY
RETIRING OR RETIRED TEACHERS

- 1-Contributions to the S.F. Retirement System by the S.F. U.S.D. for the benefit of teachers or other employees of the Board of Education shall be reduced to the extent of the actuarial equivalent of benefits surrendered when such members:
 - (a)-Resign and withdraw accumulated contributions (after June 30, 1957); and within 90 days after withdrawals becomes a full member of the State Teachers' Retirement System.
 - (b)-Already retired, and relinquishes his retirement allowance from the S.F. Retirement System, from an employment status as a member in the State Teachers' Retirement System.
- 2-If the total reductions of actuarial equivalent exceeds the School District's contributions, such excess shall be carried over the subsequent fiscal years to reduce such contributions.

1-B/S (3/4ths vote), by ordinance, may prescribe conditions wherein employees of the S.F.U.S.D. and the City and County may be covered under the Federal Old Age and Survivors Disability Insurance provisions of the Federal Social Security "ACT", subject to this section.

(A)-Retirement allowances for services or disability to members after 55 years of age, shall be reduced if covered by Social Security, in accordance with the formula as described herein in detail.

(B)-Members may elect to reduce or increase contributions to the S.F. Retirement System on the basis of actuarial equivalents to cover changes in retirement allowances due to Federal Social Security.

(C)-Other provisions of the Charter do not affect (A) and (B) above.

(D)-Every employee covered under Social Security shall be liable for the required contributions.

(E)-Relates to the effective date and contributions required under the Social Security "ACT."

(F)-Provides that members of the Retirement System may elect to join Federal Social Security according to procedures as outlined herein; and new employees of the Municipal Railway after effective date of this section shall be covered by Social Security under this section.

(G)-A member's retirement allowance plus the primary benefit under Social Security shall not be less than his allowance if not covered by the "ACT."

(H)-Masculine gender shall refer to feminine and neuter; and singular shall include plural and plural the singular.

(I)-The Actuary for the Retirement will adjust members' rates under Section 165.2.

(J)-B/S shall allow eligibles to decide if they wish to be covered under Social Security.

(K)-B/S, by 3/4ths vote, has the power to adjust Retirement System due to changes in the Social Security Act.

166. PRESENT POLICE DEPARTMENT MEMBERS

1-Members of Police Department on January 8, 1932, shall be members of the Retirement System as at this date, subject to Sections 158 through 163 and the following benefits or conditions:

- (a)-May retire at 62 years of age, after 30 years of service; and compulsory retirement after 70 years; and elect to receive part of pension in monthly benefits and partly as death benefit.
- (b)-May retire and receive pension for physical disability or bodily injury in line of duty.
- (c)-Pensions are payable when members are killed or injured in line of duty: to widows, orphan children, or dependent parents, subject to conditions as described.
- (d)-Contributions shall be made by City and County for members' contributions to other pension funds; members shall contribute \$2.00 per month to cover death benefits and retirement under this section; and refunds of accumulated contributions with interest for separations from service for other than death or retirement.
- (e)-Death benefits shall be payable upon death of member before or after retirement, as prescribed by B/S.
- (f)-Contributions by City and County plus members' contributions shall be adequate to cover "System's" liabilities under this section.
- (g)-Retirement benefits or allowances shall not exceed those specifically provided in this section; and death benefits shall be decreased by benefits from State's Workmens' Compensation.
- (h)-Relates to options available to members or allowances on January 8, 1932, and thereafter, to be defined by B/S.

166.1 SALARY BASE, FOR RETIREMENT PURPOSES, OF FORMER RANK OF CORPORAL OF POLICE

For purposes of Retirement System, corporal's salary shall be deemed equal to maximum salary of police officer, plus 3/4ths of difference between such salary and that of sergeant.

167. PRESENT RETIRED MEMBERS AND PRESENT BENEFICIARIES,
POLICE DEPARTMENT

Pensions of members retired prior to January 8, 1932, shall continue, subject to Section 166, and after death the beneficiaries shall receive a death benefit to be determined by the B/S.

168. FUTURE MEMBERS OF POLICE DEPARTMENT

1-Persons joining Police after January 8, 1932, shall become members of Retirement System, subject to Charter Sections 158 through 164; and

2-Such members may retire:

(a)-By disability incapacitation from in line of duty.

(b)-After 65 years of age, and 25 years of continuous service, with compulsory retirement after reaching 70 years of age.

(c)-After 30 years of service below 65 years of age per tables recommended by the Actuary and approved by Retirement Board.

168.1 RETIREMENT PROVISIONS-POLICE DEPARTMENT (PROVISIONS
GENERALLY APPLICABLE)

Cites various sections of the Charter governing police memberships in the Retirement System; and describes rules pertaining to available options and military leaves.

168.1.1 (RETIREMENT PROVISIONS-POLICE DEPARTMENT) (DEFINITIONS)

Pertinent words and phrases are defined, including:
"retirement allowance"; "death allowance"; "allowance";
"compensation"; "compensation earnable"; "benefit";
"final compensation"; "member of the police department";
"member of the department"; "member"; "retirement
system"; "system"; "retirement board"; "charter";
"interest."

168.1.2 (RETIREMENT PROVISIONS-POLICE DEPARTMENT) (SERVICE
REQUIREMENTS)

Police members may retire after 30 years of service; or after 25 years of service after attaining 55 years; with rights to receive allowances based upon actuarial equivalents at various ages, as detailed.

168.1.3 (RETIREMENT PROVISIONS-POLICE DEPARTMENT)
(DISABILITY ALLOWANCES)

Pertains to pension rights of disabled police members who become incapacitated from performance in line of duty; explaining rights of survivors to receive allowances payable at described rates for various degrees of service; including benefits payable as described.

168.1.4 (RETIREMENT PROVISIONS-POLICE DEPARTMENT) (DEATH ALLOWANCE)

Pertains to police members who die from injury received in line of duty, explaining rights of surviving wife to receive death allowance in lieu of any other allowance until remarriage; payable at described rates, for various degrees of experiences with benefits payable to children, or dependent parents, under conditions as described.

168.1.5 (RETIREMENT PROVISIONS-POLICE DEPARTMENT)
(RETIREMENT ALLOWANCES AFTER DEATH)

Upon death after service retirement under Sections 166, 168 or 168.1.2, or disability retirement, a member's surviving beneficiary (wife, children or dependent parent) shall receive retirement allowances, in accordance with rates, options, and qualifications as described.

168.1.5.1 (RETIREMENT PROVISIONS-POLICE DEPARTMENT)
(ADJUSTMENT OF ALLOWANCES)

Provides the formula whereby police allowances based on average monthly compensation earnable shall be adjusted; and any increases shall be financed from reserves held by the "System" for such accounts with reserves to be replaced by increases from contributions by the members and from annual appropriations to cover the City and County's share.

168.1.5.2 (RETIREMENT PROVISIONS-POLICE DEPARTMENT)
(INCREASE OF \$25.00 PER MONTH)

Provides for an increase of \$25.00 per month to every retirement or death allowance, on effective date of this section; with financing therefor by contributions from members and by the City and County as detailed.

168.1.6 (RETIREMENT PROVISIONS-POLICE DEPARTMENT)
(WORKMENS' COMPENSATION)

Provides for the B/S to reduce death or retirement benefits to the extent of benefits under Workmens' Compensation in connection with injuries resulting in death or injury in performance of duty.

168.1.7 (RETIREMENT PROVISIONS-POLICE DEPARTMENT)
(DEATH BENEFITS)

Provides for B/S to fix death benefits for police members who die for natural causes before retirement; and for any cause after retirement.

168.1.8 (RETIREMENT PROVISIONS-POLICE DEPARTMENT)
(WITHDRAWALS OF CONTRIBUTIONS)

Provides for members who cease employment for any cause other than death or retirement to withdraw accumulated contributions with interest; and redeposit such withdrawal if he rejoins the department; and for adjustments of service credits if a police member joins another department.

168.1.9 (RETIREMENT PROVISIONS-POLICE DEPARTMENT)
(COMPUTATIONS OF SERVICE TIME)

Defines service time to be computed in determining whether a member qualifies for retirement and calculating benefits, including time employed:

- (a)-In the Fire or Police Departments.
- (b)-As a Jail matron for the Sheriff.
- (c)-As a miscellaneous officer or employee.
- (d)-While absent on military leave.

168.1.10 (RETIREMENT PROVISIONS-POLICE DEPARTMENT)
(SOURCE OF PENSION FUNDS)

1-All pension payments to Police members under Section 168.1 shall be made in accordance with formulas described in detail and generally from funds and interest derived from:

- (a)-Normal and other contributions made by members, including dependent contributions;
- (b)-Contributions made by the City and County necessary to finance benefits to the members.

2-To promote overall stability of the Retirement System, all assets in the fund shall be merged.

168.1.11 (RETIREMENT PROVISIONS-POLICE DEPARTMENT)
(RETIREMENT SERVICE RIGHTS)

After completing years of service as set forth in Section 168.1.2, a member may retire as provided therein.

168.1.12 (RETIREMENT PROVISIONS-POLICE DEPARTMENT)
(PROHIBITED RETIREMENT PRACTICES)

- 1-Members retired after June 30, 1945, and receiving a retirement allowance, shall not serve in any elective or appointive position nor receive compensation for services rendered to the City and County, except as an elective officer or juror.
- 2-Allowances to members retired before 60 years of age (except by disability) shall be reduced to the extent of any excess of earnings from gainful employment plus allowances over earnings prior to retirement.

168.1.13 (RETIREMENT PROVISIONS-POLICE DEPARTMENT)
(CONFLICTING CHARTER PROVISIONS)

Sections 168.1 through 168.13 of the Charter shall prevail over any other sections of the Charter which may be in conflict therewith.

168.1.16 & 168.1.17 (RETIREMENT PROVISIONS-POLICE DEPARTMENT)

Sections 168.1.5.1 and 168.1.2, 168.1.5 and 168.1.7:

- (a)-Take effect on 1st day of month following ratification by the Legislature.
- (b)-Shall supersede any other sections of the Charter which may be in conflict therewith.

168.3 PENSION PROVISIONS-DEPENDENTS OF MEMBERS OF FIRE AND POLICE
DEPARTMENTS KILLED IN LINE OF DUTY

In event of death of member of Fire or Police Department resulting from injury in line of duty, and before or after retirement:

- (A)-Surviving wives shall receive monthly allowances in lieu of any other benefits throughout her life or until remarriage or to surviving children, or dependent parents; at described rates and under conditions as described in detail.
- (B)-Benefits under this section shall be in lieu of those under other sections of Charter upon death of members.
- (C)-City and County shall contribute funds to provide for allowances under this section.
- (D)-Members of salvage corps and fire boats are included as members of Fire Department under this section.

169. PRESENT MEMBERS OF FIRE DEPARTMENT

A-Fire Department members as at January 8, 1932, shall be members of Retirement System as at that date, subject to Sections 158 through 163, and receive retirement pensions:

- (a)-After 25 years of continuous service;
- (b)-After 55 years of age and 20 years of service;
- (c)-After physical disability from injury in performance of duty;
- (d)-If judged unfit for duty unanimously by the Retirement Board, for any aged, disabled or infirmity, member over 60 years with 20 years of service, shall receive a pension equal to 1/2 of last prior salary.

B-Widows and children of members who die after retirement shall continue to receive pensions until remarriage or youngest child becomes 16 years old; or dependent parents until the Retirement Board unanimously determine its necessity, in accordance with conditions as described.

C-Death benefits for members who die from natural causes before or after retirement shall be paid at rates prescribed by B/S.

D-Provides for City and County to annually contribute sufficient amounts to Retirement System to meet obligations for services by members prior to and after January 8, 1932.

E-No benefits nor contributions in excess of those provided in this section shall be provided; and pensions from death or retirement shall be reduced by benefits from State Workmen's Compensation.

F-Relates to pension rights and sections of Charter applicable under options for members for services rendered before and after January 8, 1932.

170. PRESENT RETIRED MEMBERS AND PRESENT BENEFICIARIES, FIRE DEPARTMENT

Relates to rights of members or their beneficiaries receiving pensions on January 8, 1932, under Section 169 of the Charter to continue to receive pensions or death benefit as prescribed by the B/S.

171. FUTURE MEMBERS OF FIRE DEPARTMENT

1. Persons joining Fire Department after January 8, 1932, shall join Retirement System, subject to Sections 158 through 164 of the Charter and provisions of this section.
2. Such members may retire:
 - (a)-Upon disability by incapacitation in line of duty.
 - (b)-After attaining age of 55 years and 20 years of continuous service.
 - (c)-Compulsorily at age of 70 years.
 - (d)-After 30 years of service.
 - (e)-Below 55 years of age in accordance with actuarial tables.

171.1 (FUTURE MEMBERS OF FIRE DEPARTMENT) (APPLICABLE CHARTER SECTIONS)

Cites various sections of the Charter governing Fire Department memberships in the Retirement System; and describing rules pertaining to available options and military leave.

171.1.1 (FUTURE MEMBERS OF FIRE DEPARTMENT) (DEFINITIONS)

Pertinent words and phrases are defined. Refer to Section 168.1.1 for same definitions.

171.1.2 (FUTURE MEMBERS OF FIRE DEPARTMENT) (RETIREMENT SERVICE REQUIREMENTS)

Describes pension rights of members of the Fire Department with details regarding: service computations, allowances to be received, and benefits to dependents under optional and mandatory retirement rights for services:

- (a)-After 30 years of service regardless of age (under Section 171.1.9);
- (b)-After 25 years of service and attaining 55 years of age (under Section 171.1.9);
- (c)-After attaining 65 years of age (after June 30, 1950), under Section 171.1.1 or 171.1.9;
- (d)-After 25 years of service, regardless of age (under Section 171.1.9);
- (e)-Disability resulting from performance in line of duty, under this section or Section 171.1.3.

171.1.3 (FUTURE MEMBERS OF FIRE DEPARTMENT) (INCAPACITATION)

Pertains to pension rights of Fire Department members incapacitated by disability or illness in line of duty; and to receive stated allowances under conditions as detailed.

171.1.4 (FUTURE MEMBERS OF FIRE DEPARTMENT) (DEATH ALLOWANCE)

Pertains to monthly death allowance when a member dies by injury or illness incurred in line of duty, before or after retirement, payable to surviving wife, children, or dependent parents, at rates and under conditions as detailed.

171.1.5 (FUTURE MEMBERS OF FIRE DEPARTMENT) (DEATH NOT IN LINE OF DUTY)

Pertains to a monthly retirement allowance when a member dies from injury or illness not incurred in line of duty, before or after retirement, payable to a surviving wife, children, or dependent parents, at rates and under conditions as detailed.

171.1.5.1 (FUTURE MEMBERS OF FIRE DEPARTMENT) (ADJUSTMENTS-
ALLOWANCE DISABILITY)

Pertains to an adjustment of allowance to members retired for disability from injury or illness incurred in line of duty; in accordance with conditions recited and to be financed from reserves and contributions as described in detail.

171.1.6 (FUTURE MEMBERS OF FIRE DEPARTMENT) (REDUCTIONS FOR
WORKMENS' COMPENSATION)

Pertains to allowances payable because of death or retirement to be reduced by amounts received under State's Workmens' Compensation, under conditions described.

171.1.7 (FUTURE MEMBERS OF FIRE DEPARTMENT) (DEATH BENEFITS)

Pertains to death benefits for members who die before retirement from causes not received in line of duty; under conditions as detailed.

171.1.8 (FUTURE MEMBERS OF FIRE DEPARTMENT) (REFUND OF
CONTRIBUTIONS)

Provides for refund of contributions with interest, to members who cease employment for cause other than death, retirement or transfer to another department; subject to conditions as outlined.

171.1.9 (FUTURE MEMBERS OF FIRE DEPARTMENT) (SERVICE CREDITS)

Time to be credited to Retirement System members in computing their retirement allowances shall include services:

- (a)-As a member of the Fire or Police Department.
- (b)-In other City and County departments subject to redeposit of accumulated contributions with interest.
- (c)-In armed services while on military leave for which the member makes required contributions.

171.1.10 (FUTURE MEMBERS OF FIRE DEPARTMENT) (FINANCING OF
RETIREMENT ALLOWANCES)

- 1-Retirement allowances or benefits paid to members shall be paid from Retirement System funds and interest derived from:
 - (a)-Normal and other contributions made by members.
 - (b)-Dependent contributions by members in addition to the members' normal contributions.
 - (c)-Contributions by the City and County based on services by members.

- 2-All assets in Retirement System shall be merged to promote overall stability of the "System."

171.1.11 (FUTURE MEMBERS OF FIRE DEPARTMENT) (RIGHT TO RETIRE)

Members have the right to retire after completing years of service as set forth in Section 171.1.2.

171.1.12 (FUTURE MEMBERS OF FIRE DEPARTMENT) (PROHIBITED PRACTICES)

- 1-No member retired for service or disability shall serve in any City and County elective or appointive position; nor board or commission, except election officer or juror.
- 2-Retirement allowances to members retired before 60 years of age shall be reduced by the excess of earnings from gainful employment plus those allowances over the earnings prior to retirement.

171.1.13 (FUTURE MEMBERS OF FIRE DEPARTMENT) (CONFLICTING PROVISIONS)

Sections 171.1 through 171.1.14 of the Charter shall prevail over any other sections which may be in conflict herewith.

172. COMPENSATION INSURANCE PAYMENTS

- 1-The Retirement Board shall administer benefit provisions of State's Workmens' Compensation affecting City and County members including its teachers; and City and County shall pay to Retirement System for such premiums.
- 2-Special patrol officers shall be entitled to benefits of State's Workmens' Compensation law under certain conditions, if injured while preventing crime or apprehending criminals.
- 3-Members of the Police and Fire Department incapacitated in performance of duties are entitled to disability benefits equal to and in lieu of salary not in excess of 12 months; to be reduced by amounts of benefits under Labor Code, except related medical benefits; subject to conditions as outlined.

HEALTH SERVICE SYSTEM

172.1 HEALTH SERVICE SYSTEM

- 1-Health Service System is hereby established as a City and County department; is subject to Charter Sections 172.1 through 172.1.15; and administered by Health Service Board.
- 2-Members of the "System" shall include all employees and officers of the City and County, S.F.U.S.D., and Parking Authority, except those of religious healing by prayer; or earning more than \$6,000 exempted by the Health Service Board who have otherwise provided for adequate medical care.

172.1.1 (HEALTH SERVICE BOARD)

1-Health Service Board consists of 7 members:

- (a)-Chairman of Finance Committee of B/S;
- (b)-City Attorney (who may designate an assistant City Attorney);
- (c)-Two appointees of the Mayor: an official of an insurance company and a doctor;
- (d)-Three members to be elected by members of the "System."

2-Pertains to: terms of office; bonding of members of the board (\$10,000 each); filling of vacancies on board; rules governing elections of members of board.

172.1.2 (HEALTH SERVICE SYSTEM) (MEDICAL PLANS)

Provides for continuation of existing medical plans until modified by Health Service Board and 3/4ths vote of B/S, by ordinance.

172.1.3 (HEALTH SERVICE SYSTEM) (ADOPTION OF MEDICAL PLANS)

Health Service Board, by 2/3rds vote, shall have power to adopt a medical plan after an actuarial report and 3/4ths vote of B/S in an ordinance, before proposed Charter amendment.

172.1.4 (HEALTH SERVICE SYSTEM) (MEDICAL PLANS AND FEE SCHEDULES)

Health Service Board shall review medical care plans and fee schedules at public hearings, each January, or more often; and revise same, subject to approval by 3/4ths of B/S, by ordinance.

172.1.5 (HEALTH SERVICE SYSTEM) (BENEFITS AND CONTRIBUTIONS)

Provides for each plan to be detailed as to benefits and contributions.

172.1.6 (HEALTH SERVICE SYSTEM) (DEPENDENTS AND RETIRED MEMBERS)

Provides that each plan adopted by the Health Service Board and approved by B/S by ordinance, may provide benefits to be available to: dependents of members; retired employees of the City and County and S.F.U.S.D.; dependents of deceased or retired City and County employees; and certain resigned employees of the City and County and S.F.U.S.D., in accordance with conditions as outlined in detail.

172.1.11 (HEALTH SERVICE SYSTEM) (CREATION OF HEALTH SERVICE SYSTEM FUND)

- 1-A Health Service System is hereby created; and costs of said "System" shall be borne by:
 - (a)-Members of the System and retired persons; and
 - (b)-City and County of San Francisco, and S.F.U.S.D.
- 2-City and County and S.F.U.S.D. shall contribute to "System" sufficiently for purposes and limitations as follows:
 - (a)-All funds to administer the "System."
 - (b)-Matching contributions equal to members contributions to a limit of 6 cents in tax rate on each \$100 valuation.
 - (c)-To pay difference in cost to "System" in providing coverage to retired members and active employee members.
- 3-City and County and S.F.U.S.D. shall not contribute any sums on account of dependents of active or retired members.
- 4-B/S have duty to annually appropriate amounts necessary to cover obligations of City and County and S.F.U.S.D.

172.1.12 (HEALTH SERVICE SYSTEM) (EMPLOYEES' DEDUCTIONS AND FUND EXPENDITURES)

- 1-Health Service Board shall determine and certify monthly amounts to be deducted from employees compensations by the Controller and deposited with Treasurer to credit of "System."
- 2-Health Service Board shall control administration and investment of "System's" fund, which investments shall be legal for insurance companies in California.
- 3-Controller shall audit disbursements from the "System's" fund and exercise accounting and auditing powers as generally provided in Charter.

172.1.13 (HEALTH SERVICE SYSTEM) (DEFINITION OF "MEDICAL CARE")

- 1-Health Service Board shall define "Medical Care," which services shall be rendered pursuant to statutes of California.
- 2-"Medical Care" (as defined) shall not be rendered to members in City and County facilities except for "emergency" care.

172.1.14 (HEALTH SERVICE SYSTEM) (LIMITATIONS OF LIABILITY)

- 1-Members shall not claim nor have recourse against funds of the Municipality by reason of operations of Health Service plans, which claims shall be limited to the "System's" funds.
- 2-All expenses of "System" shall be paid from funds of Health Service System Fund; and City and County or S.F.U.S.D. shall not contribute funds not herein provided.

172.1.7 (HEALTH SERVICE SYSTEM) (SELECTION OF PLANS)

Provides for members to have the right to select own licensed physicians (as defined in detail), pursuant to rules and regulations, and uniform rates as adopted by the Health Service Board.

172.1.8 (HEALTH SERVICE SYSTEM) (POWERS OF BOARD)

The Health Service Board shall have power and the duty to:

- (a)-Keep historical costs for medical care and hospital care.
- (b)-Review such costs annually.
- (c)-Apply benefits without special favor or privilege.
- (d)-Put plans into effect; contract for same; and use funds of the "System."
- (e)-Make rules and regulations; grant exemptions and admission of members to the "System."
- (f)-Consider written proposals by members to have medical care for members.

172.1.9 (HEALTH SERVICE SYSTEM) (MEDICAL DIRECTOR OR EXECUTIVE OFFICER)

- 1-Health Service Board shall appoint a full time medical director, who shall be experienced as a doctor of medicine and in administration, and serve at pleasure of the Board.
- 2-Medical Director shall be the appointive officer, a department head, and chief executive; and he shall be responsible to the whole board rather than to any individual member thereof.
- 3-In lieu of a Medical Director, the board may appoint a full time qualified executive officer and a part-time qualified Doctor of Medicine as a Medical Advisor, to operate under this section with the same effect as would a Medical Director.

172.1.10 (HEALTH SERVICE SYSTEM) (APPLICABLE CHARTER PROVISIONS)

All provisions of the Charter shall apply to Health Service Board, its medical director and employees, including civil service rights and privileges to its employees; except as otherwise provided in the Charter.

172.1.15 (HEALTH SERVICE SYSTEM) (SUPERVISORS TO ENFORCE
CHARTER PROVISIONS)

- 1-B/S, by 3/4ths vote, are authorized to enact ordinances necessary to carry out provisions of Sections 172.1 through 172.1.14.
- 2-City and County and S.F.U.S.D. not obligated nor has interest in any surplus or deficit in "System's" fund on effective date of this section.

ELECTIONS

173. REGISTRAR OF VOTERS

Registrar of Voters shall:

- (a)-Have exclusive control of registration of voters for City and County elections.
- (b)-Succeeds to powers and duties of Board of Election Commissioners.
- (c)-Establish precincts in City and County.
- (d)-Appoints regular and temporary forces, subject to civil service provisions.

174. MUNICIPAL ELECTIONS

- 1-General Municipal elections shall be held on Tuesday after 1st Monday of every November to elect City and County officers.
- 2-Special Municipal elections shall be called by the Registrar for: initiative, referendum or recall petitions; bond issues; declarations of policy; or City and County officers not subject to general municipal elections.
- 3-General laws of State pertaining to election matters shall apply to City and County, except as otherwise provided by the Charter.

175. NOMINATION OF ELECTIVE OFFICERS

- 1-Candidates for elective office shall be sponsored by not less than 10 nor more than 20 sponsors.
- 2-Candidates shall file a declaration of candidacy and qualifications; pay a filing fee of \$30.00; and the sponsors shall certify under oath before the Registrar as to the qualifications of the candidate.
- 3-If Registrar refuses to file a declaration of candidacy for a defect, the candidate may file another declaration within the designated period.
- 4-Names of candidates shall be placed on the ballot in alphabetical order, and rotated in succeeding assembly districts; and each candidate shall be appropriately designated as:
 - (a)-Holder of a City, County, District or State Office;
 - (b)-Incumbent;
 - (c)-Profession or vocation.
- 5-Candidates shall not dictate preference in location of his name on the ballot.
- 6-Registrar shall preserve candidates' declarations and sponsors' certificates for 4 years.

176. MATERIAL TO BE MAILED TO VOTERS

- 1-Registrar shall mail a sample ballot to each registered voter with copy of declaration and qualifications of each candidate, and names, addresses and occupations of sponsors.
- 2-Registrar shall furnish identical ballots for each assembly district to registered voters at his office and/or to be mailed.

177. PRECINCT BOARDS OF ELECTION

Registrar shall appoint a precinct board of election officers (one inspector; a judge; and two clerks for each election precinct).

178. DETERMINING RESULTS OF ELECTIONS-FAILURE OF PERSONS ELECTED TO QUALIFY

- 1-Results of election shall be determined as provided by general law.
- 2-If an elected officer fails to qualify, his vacancy shall be filled as provided in this Charter.

179. INITIATIVE, REFERENDUM AND RECALL

- 1-Voters may petition to adopt or reject at the polls any ordinance adopted by the B/S; or any legislative act adopted by any board, commission or officer, or amendment to the Charter.
- 2-Petitions shall be signed by Registered voters in the numbers designated in this section.
- 3-It is B/S' duty to enact ordinances necessary to carry out declarations of policy as voted upon by a majority of registered voters.
- 4-B/S (1/3rd) or the Mayor may refer a proposed ordinance to the electorate of the next election in accordance with conditions as outlined. Ordinances granting utility franchises shall not go into effect before 60 days, except if a 5% petition is submitted requesting submission to electorate.
- 5-Before a legislative ordinance becomes effective, 10% of total vote cast at previous Mayor's election may petition to protest passage; and B/S may repeal the ordinance or refer it to the electorate at the next or at a special election.
- 6-Following types of ordinances shall not be subject to referendum:
 - (a)-budget; (b)-appropriations; (c)-salary ordinances;
 - (d)-tax-levy ordinances; (e)-emergency reserve appropriations; (f)-City Attorney's compromise of litigation;
 - (g)-public emergency ordinances; (h)-travel expense ordinances (section 219); and ordinances relating to administrative matters.
- 7-The following officers may be recalled by electors; any elective officials; C.A.O.; Controller; Members of the Board of Education or Public Utilities Commission, in accordance with rules as recited.

180. PETITIONS

- 1-Filing, verification, and certification of petitions shall be in accord with general law and rules and regulations of Registrar; and signers may withdraw names, only before the petition is filed.
- 2-If a signature is questioned, the Registrar may accept an affidavit to deny the signature, or a denial in person; and the Registrar shall keep a list of the names of all persons who deny their signatures.

181. SPECIAL ELECTION FUND

B/S shall appropriate \$50,000 for a "Special Election Fund"; and expenditures shall be reimbursed by annual budget appropriations.

182. TIME OF ELECTION

- 1-Upon a petition for an initiative measure, declaration of policy, or recall signed by at least 10% of last vote for Mayor, the Registrar shall call a special election not less than 30 nor more than 40 days from date of call, or at a general or special election scheduled to be held within 60 days.
- 2-If a petition for an initiative measure or declaration of policy of registered voters of 5% to 10% of the total vote of said election, it shall be presented to the electorate at the next general State or municipal election, after 30 days, unless B/S by ordinance direct a prior election.

183. MEASURES, ARGUMENTS AND STATEMENTS OF CONTROLLER RELATING TO COSTS TO BE MAILED TO VOTERS

Registrar shall mail following election material to each voter with sample ballot:

- (a)-Copy of any measure;
- (b)-Reasons for and against any proposed recall;
- (c)-Arguments for and against any initiative, referendum or recall petition, including conditions under which such material may be printed and costs thereof;
- (d)-Controller's estimate of cost of increase of cost of government, or in tax rate, relative to any measure including propositions to create bonded debt.

184. FORM OF BALLOT-MAJORITY VOTE

- 1-Ballots shall provide for "Yes" or "No" vote for any proposed measure, referendum, policy, recall or confirmation, after a general statement by City Attorney of not more than 30 words.
- 2-If an official is recalled-he is ineligible for another office for two years; if not recalled his expenses shall be reimbursed from "Special Election Fund."

185. COMPETING AND CONFLICTING MEASURES-REPEAL

- 1-Registrar shall print ballots to show when two or more proposed measures are of same general purpose; and if a conflict, the one receiving highest vote shall prevail.
- 2-Measures approved by the electorate shall be amended by electorate unless otherwise provided.

186. SUBSTANTIAL COMPLIANCE

No informalities in conducting elections shall invalidate same if conducted fairly and in substantial compliance with Charter requirements.

SAN FRANCISCO-SAN MATEO CONSOLIDATION (NOT OUTLINED)

SEC.
NO.

- 187-CONSOLIDATION OF SAN MATEO COUNTY
- 188-DEFINITIONS
- 189-CONTINUATION OF OFFICES, OFFICERS, EMPLOYEES AND SERVICES.
- 190-RETIREMENT RIGHTS
- 191-MUNICIPAL COURT
- 192-RECORDING
- 193-ESTABLISHMENT OF BOROUGHES
- 194-NEW BOROUGHES, CONSOLIDATION, CHANGE IN BOUNDARIES AND
DISESTABLISHMENT OF BOROUGHES
- 195-BOROUGH POWERS
- 196-TRANSFER OF BOROUGH POWERS
- 197-BOROUGH ELECTIVE OFFICERS AND TERMS
- 198-DUTIES, MEETINGS AND COMPENSATION OF BOROUGH COUNCILMEN
- 199-BOROUGH PRESIDENT
- 200-BOROUGH CONTROLLER
- 201-BOROUGH CLERK
- 202-BOROUGH PLANNING COMMISSION
- 203-BOROUGH LIBRARY BOARD
- 204-BOROUGH MANAGER
- 205-BOROUGH LEGISLATION
- 206-BOROUGH FISCAL PROCEDURE
- 207-BOROUGH TAX SUBVENTIONS
- 208-BOROUGH BONDED INDEBTEDNESS
- 209-BOROUGH SPECIAL ASSESSMENTS
- 210-BOROUGH CONTRACTS AND OFFICIAL ADVERTISING
- 211-INTEREST IN BOROUGH CONTRACTS
- 212-BOROUGH CIVIL SERVICE
- 213-BOROUGH PENSIONS
- 214-BOROUGH ELECTIONS
- 215-BOROUGH INITIATIVE, REFERENDUM AND RECALL
- 216-INTERCHANGE OF SERVICES
- 217-BOROUGH CONTINUATION OF EMPLOYEES, CONTRACTS, AND ORDINANCES
- 218-GENERAL LEGISLATION FOR BOROUGHES

219. PER DIEM AND MILEAGE

Except in discharge of routine duties, traveling expenses shall be authorized by annual ordinance by B/S, and allowances shall not exceed cost of transportation including Pullman charges and reasonable amount per diem for necessary expenses.

220. OFFICE HOURS

Except where otherwise provided by law, public offices are open for business every day, except legal holidays, from 8:30 A.M. to 5:00 P.M.; and ordinances may provide to close offices on Saturday.

221. CIVIL SERVICE EXEMPTION

References throughout this Charter to the exclusion or exemption from civil service provisions, shall be construed to relate to examination, appointment and removal.

222. PROHIBITED PRACTICES OF OFFICERS AND EMPLOYEES

- 1-Members of boards or commissions shall not accept any employment relating to the business of any organization subject to its regulation.
- 2-No supervisor, officer or employee shall be interested in sales to or purchases from the City and County, including purchase or lease of real estate, franchise, right or privilege granted by the City and County, unless devolved upon him by law; nor receive any special consideration or gift from any candidate or applicant for a position under him.
- 3-No supervisor, officer or employee shall engage in any activity or business inconsistent, incompatible or in conflict with his City and County duties.
- 4-Civil Service Commission is empowered to prescribe rules, regulations or restrictions necessary for efficiency and protection of best interests, of City and County except for Police or Fire Departments.
- 5-Violations of provisions of this section shall constitute official misconduct.

222.1 PARTICIPATION IN CONTRACTS-REMOTE INTERESTS

- 1-An interest in any contract, work, business or sale refers to a Supervisor, officer, employee or a member of a board or commission making or influencing an award of such performance in his official capacity for the City and County.
- 2-A disclosed and recorded remote interest, as described, is not deemed as constituting a participating interest.
- 3-A "remote interest" as used in this section means:
 - (a)-Ownership of less than 5% of shares of a corporation for profit;
 - (b)-A non-salaried officer of a non-profit corporation;
 - (c)-An officer being reimbursed for his actual and necessary expenses incurred in performing official duties;
 - (d)-An employee for at least 3 prior years, of a contracting party having at least 10 or more employees;
 - (e)-That of a parent in the earnings of his minor child;
 - (f)-That of a landlord or tenant of the contracting party;
 - (g)-An attorney of the contracting party;
 - (h)-Other "remote interest" may be defined by 2/3rds of Supervisors.
- 4-Existing contracts in which a supervisor, officer or member had a "remote interest" are hereby ratified.
- 5-This section does not apply to any supervisor, officer or employee who attempts to influence an award of a contract wherein he has a direct or indirect interest.

223. PENALTY FOR OFFICIAL MISCONDUCT

Any person guilty of official misconduct shall forfeit his office, and shall be forever disqualified from being elected, appointed or employed by the City and County.

224. PUBLICATION

Advertising or publication required in this Charter refers to one publication in the official newspaper of City and County unless more publication is specifically required; and invitations to bid shall be published 3 consecutive days, except as provided in Charter Section 95.

225. HEADINGS AND CAPTIONS

Headings and captions used in the Charter are for convenience; and are not to be construed as part of text.

226. CONSTITUTIONALITY

The unconstitutionality of any section or subsection of the Charter does NOT invalidate other sections.

INITIATIVE ORDINANCES
REFUSE COLLECTION AND DISPOSAL ORDINANCE
ADOPTED NOVEMBER 8, 1932

"Providing for the Collection and Disposition of Refuse in the City and County of San Francisco; providing for the Licensing of Refuse Collectors by the Director of Public Health; fixing the Maximum Rates or Charges for the Collection of Refuse by Licensed Refuse Collectors from Homes, Apartment Houses, Stores, etc.; dividing City and County of San Francisco into Collection Routes; providing Penalties for the Violation of the Provisions of this Ordinance."

Section 1. Defines "refuse."

Section 2. The disposal of "refuse," including incineration is under the Director of Public Health and Fire Department.

Section 3. Describes suitable cans or containers for "refuse."

Section 4. It shall be unlawful for any person to collect and dispose of "refuse," except by those licensed by the Director of Public Health; with penalties provided for violations; designation of collection routes in San Francisco; providing for applications for permit to remove "refuse" to be issued by the Director of Public Health for designated routes, at rates based upon charges fixed by ordinance of the B/S.

Section 5. B/S shall designate persons, firms or corporations to collect "refuse" and methods of disposal thereof; including maximum rates to be charged therefor, as provided in Section 6 (next).

Section 6. This section details maximum rates or charges for collections (for one through four times per week), per detailed monthly rate schedules for categories as follows:

(a)-Residences and flats, consisting of 1 through 10 rooms, for one 32 gallon container, to be removed from: the ground floor; the second floor; the third floor; the fourth floor.

(b)-Apartment houses, from 10 rooms through 600 rooms; for 1, 2, 3, 4, and 6 collections per week;

(c)-Rate Regulations providing for:

Waste material not in metal containers shall be removed at rates for equivalent volumes;

Halls, alcoves, storerooms, bathrooms, closets, toilets, basements or attics are not considered as rooms;

Other collections and disposition not specified in rate schedules shall be subject to agreement.

Procedure for Adjustment

Director of Public Works shall make pertinent studies, investigations and conduct hearings in manner as outlined in detail.

Director of Public Works shall, within 90 days, report findings and his recommendation to Chairman of Rate Board who shall publish the Recommended Order.

Applicants may file objections to the Recommended Order in accordance with procedures as outlined.

Any collection and disposition for more than 600 rooms shall be subject to contract.

- Section 7.** It shall be unlawful for a refuse collector to charge rates in excess of rates established by Ordinance in Rate Schedules.
- Section 8.** Each licensed refuse collector shall be assigned a number by the Director of Public Health, to be displayed on a metal badge (\$5.00 fee).
- Section 9.** A license of a refuse collector may be revoked by the Director of Public Health for: failure to properly collect refuse; for overcharging; or for insolence to customers; after a hearing of complaints.
- Section 10.** Customers are entitled to an itemized receipt after paying rates fixed in ordinance (to be shown on receipts); and complaints as to service shall be made to the Department of Public Health.
- Section 11.** Director of Public Health shall decide disputes regarding charges by collectors, and refunds of overcharges shall be made.
- Section 12.** Refuse collectors shall be entitled to payment at end of each month.

- Section 13. The prior initiative ordinance (of June 14, 1927) regarding collection and disposal of "refuse" and all other conflicting ordinances are hereby repealed.
- Section 14. Violations of provisions of this ordinance shall be guilty of misdemeanor; and subject to fine (not over \$500) and County Jail imprisonment (not more than 6 months; or both.)
- Section 15. Effective date of this ordinance is 10 days after official count of votes cast therefor.
- Section 16. The Controller shall furnish Director of Public Health and/or to Director of Public Works (for hearings) with necessary financial data; and each collector shall keep proper records which shall be available to Controller.
- Section 17. Unconstitutionality of any section, sentence, etc., shall not affect validity of remaining portions of this act.

Procedure for Adjustment

A RATE BOARD is hereby created consisting of C.A.O. (Chairman), Controller and Manager of Utilities; and Board acts by majority vote.

Applications for increases, decreases or adjustments in rates, by persons concerned, shall be submitted to the Chairman who shall refer same to the Director of Public Works for hearing, report and recommendation; except that applications may be denied by the Rate Board if frivolous or if beyond powers of the Board.

Section 2 of the present Charter of January 8, 1932, includes the following provision:

"All ordinances or resolutions in force at the time this Charter takes effect and not inconsistent therewith shall continue in force until amended or repealed."

Subsequent to January 8, 1932, many ordinances and resolutions were enacted by the B/S, in accordance with the legislative procedure of the Charter. By 1938, a considerable number of ordinances and resolutions were in force, including many enacted prior to January 8, 1932.

The need of determining exactly which ordinances or resolutions remained in force and to codify or accumulate all such local law in a convenient volume as a Municipal Code became increasingly apparent. Some fifteen thousand odd laws were examined to determine what penal and regulatory laws should be included in the San Francisco Municipal Code, approved by the B/S, in Ordinance No. 1.074, on October 11, 1938.

The Municipal Code of 1938 was enacted pursuant to Sections 13 and 17 of the Charter. The general, regulatory and penal ordinances of the City and County of San Francisco are consolidated, rearranged, codified and arranged in appropriate Parts, Chapters, Articles, Sections, subsections, subdivisions and paragraphs. It consists of three parts, designated as follows:

PART I: designated as "General";

PART II: designated as "Regulatory," and designated, referred to or cited as:

Chapter I-"Building Code";
 Chapter II-"City Planning Code";
 Chapter III-"Electrical Code";
 Chapter IV-"Fire Code";
 Chapter V-"Health Code";
 Chapter VI-"Park Code";
 Chapter VII-"plumbing and Gas Appliance Code";
 Chapter VIII-"Police Code";
 Chapter IX-"Public Utilities Code";
 Chapter X-"Public Works Code";
 Chapter XI-"Traffic Code";
 Chapter XII-"Housing Code" (in 1958).

PART III: designated as "Miscellaneous."

SAN FRANCISCO MUNICIPAL CODE

After 1938, as additional amendments or legislation were enacted by the B/S the S.F. Municipal Code was brought up to date, recodified, and reprinted in the manner described hereunder:

PART I-"General" was subsequently transferred to the S.F. Administrative Code, indexed and discussed separately in this volume.

PART II-"Regulatory" was republished in smaller booklet forms for each of the 12 Chapters shown above.

PART III-"Miscellaneous" was reprinted in a separate booklet covering the "License" and "Permit" Codes.

The contents of each of the above booklets comprising Parts II and III of the current San Francisco Municipal Code are outlined hereinafter:

CHAPTER I-"BUILDING CODE" - ORDINANCE NO. 9630:

Regulating the design, construction, erection, enlargement, raising, alteration, repair, removal, maintenance, use and height of building and structures; regulating and controlling the quarrying, grading, excavating and filling of land; regulating the character and use of materials in and for buildings and structures; establishing fire limits; regulating the construction, use, maintenance and inspection of boilers, tanks, heat-producing fuel type appliances, chimneys, vents, flues and fireplaces, mechanical refrigeration, mechanical ventilating and air conditioning equipment, industrial exhaust systems, elevators, sidewalks, standpipes and automatic sprinkler systems, ground signs and signs; establishing fire resistive and exit standards and safety precautions during construction; regulating numbering of buildings; establishing permits and fees and inspections for the foregoing and providing penalties for the violations thereof.

CHAPTER II-"CITY PLANNING CODE":

"Purposes. This City Planning Code is adopted to promote and protect the public health, safety, peace, morals, comfort, convenience and general welfare, and for the following more particularly specified purposes.

- (a) To guide, control and regulate future growth and development in accordance with the Master Plan of the City and County of San Francisco;
- (b) To protect the character and the stability of residential, commercial and industrial areas within the City, and to promote the orderly and beneficial development of such areas;
- (c) To provide adequate light, air, privacy and convenience of access to property, and to secure safety from fire and other dangers;
- (d) To prevent overcrowding the land and undue congestion of population;
- (e) To regulate the location of buildings and the use of buildings and land adjacent to streets and thoroughfares, in such manner as to obviate the danger to public safety caused by undue interference with existing or prospective traffic movements on such streets and thoroughfares."

SAN FRANCISCO MUNICIPAL CODE

CHAPTER III-"ELECTRICAL CODE" - ORDINANCE NO. 6595:

Regulating the installation, repair and maintenance of electric wiring, appliances and equipment installed in both private and public buildings and structures, regulating the sale of electrical material; regulating the wiring and illumination of signs; regulating the erection of poles and electric wires; regulating the wiring and illumination of theatres, moving picture houses, and places of public assemblage; regulating the use of electrical devices, appliances, equipment, or apparatus which interfere with reception of radio signals; establishing underground districts; providing for the inspection of all electrical work; establishing permits and fees for the foregoing and providing penalties for the violation thereof.

CHAPTER IV-"FIRE CODE"

Fire Code Contents: Fire Department Permit Procedure and Fees; Automobile Parking Stations; Garages; Service Stations; Application of Flammable Finishes; Fumigation and Thermal Insecticidal Fogging; Flammable Liquids; Liquefied Petroleum Gases and Compressed Gases; Hazardous Chemicals; Explosives, Blasting Agents and Fireworks; Cellulose Nitrate Motion Picture Film and Cellulose Nitrate Plastic (Pyroxlin); Clothes Cleaning Establishments; Heat Treating of Metals; Welding and Cutting, Calcium Carbide and Acetylene Generators; Special Occupancy and Hazard Requirements; Theatres and Public Assemblage; Fire Alarm and Fire Drills; Portable Fire Extinguishers; Exit and Safety Requirements; General Fire Laws; and Issuance of Badges, Identification Cards and Passes.

CHAPTER V-"HEALTH CODE":

Health Code Contents: Animals; Communicable Diseases; Hospitals; Deceased Persons; Public Health General; Garbage and Refuse; Laundries; Food and Food Products; Dairy and Milk Code; Meat and Meat Products; Nuisances; Sanitation General; Poultry and Poultry Dealers; Private Ambulances; Public Swimming Pools; Ordinance 6265-Regulating the use of "Economic Poisons"; Ordinance 10570-Disposal of Unclaimed Personal Property at San Francisco Hospital; Ordinance 502-60-Providing for Issuance of Citations to Violators.

CHAPTER VI-"PARK CODE":

Park Code Contents: Definitions; regulations; Advertising; Animals and Birds; Nuisances; Disorderly Conduct; Meetings and Assemblies; Malicious Mischief; Permits; Traffic Regulations; Ordinance 6594-Procedure for Fishing Permits-Lake Merced.

CHAPTER VII-"PLUMBING AND GAS APPLIANCE CODE" - ORDINANCE NO. 8991:

Regulating the Insulation, Maintenance, Extension and Alteration of Plumbing and the Sale, Installation and Use of Gas Appliances in the City and County of San Francisco; Providing for the Inspection of the Foregoing; Establishing Permits and Fees for the Foregoing and Providing Penalties for the Violation Thereof.

CHAPTER VIII-"POLICE CODE":

Police Code Contents: Public Nuisances; Disorderly Conduct; Games of Chance; Gatherings and Meetings; Offensive Powders; Fraud and Deceit; Animals and Birds; Minors; Miscellaneous Conduct Regulations; Regulations for Advertising; Regulations for Amusements; Regulations for Automobiles; Regulations for Professions and Trades; Licenses for Advertising; Licenses for Amusements; Regulations for Motor Vehicles for Hire; Miscellaneous License Regulations; S.F. Police Pistol Range; Reproducing and Furnishing Reports; Ordinance 7487-Bond Required for Air Travel Ticket Business; Ordinance 502-60-Citations for Violations of Certain Sections of Health Code and Police Code.

CHAPTER IX-"PUBLIC UTILITIES CODE"

Street Railways: Regulations for "Car" and "Owl" Service; Headways; "One Man" Car Prohibited; Speed; Symbols; Sand Boxes; Headlights; Brakes; Steam Railway Crossings; Transfer Points; Schedules; Reports of Deaths and Accidents; Boarding & Alighting; Passageway Obstruction; Passenger Conduct; "Two Man" Car; "Dead Man" Car Control; Issuing Transfer or Making Change While in Motion; Experienced Operators; Air and Hand Brakes; Fenders; Dogs; Conversation with Platform Men; Seats for Platform Men. Airport Revolving Fund. Water: use, excess use, fire hydrants, water main extensions; Water Mains-extensions, installation, pipe extension, excess cost, meters for extension pipes, payments for service; Headlights-Regulations; Southern Pacific Trains; Street Lighting Intensity.

CHAPTER X-"PUBLIC WORKS CODE"

Public Works Code Contents: Central Permit Bureau; Public Contract Procedure; Working Conditions; Sewers; Street Flower Markets; Street Improvement Procedure; Excavations in Streets; Unaccepted Streets; Spur Tracks; Engineering Inspection; Underground Pipes and Conduits; Miscellaneous; Regulating Planting of Trees, Shrubs, and Ground Covers in Street and Sidewalk Areas; Control of Dumps Disposing of Materials from Construction or Demolition.

CHAPTER XI-"TRAFFIC CODE"

Traffic Code Contents: Definitions and General Provisions; Authority of the Police; Obedience to Signs and Stopping or Parking; Pedestrians; Rules for Driving; Street Cars; Penalties; Procedure in Dealing with Traffic Citations; Procedure for Removing and Impounding Vehicles; Speed Limits; Ordinance 4288-Parking Meter Ordinance; Resolution 489-61-Authorizing the Dept. of Public Works to Remove Existing Stop Signs and to Replace Them with Yield Right of Way Signs.

CHAPTER XII-"HOUSING CODE" - ORDINANCE NO. 367-58:

Regulating the Design, Construction, Erection, Enlargement, Raising, Alteration, Repair, Demolition, Removal, Maintenance, Use and Height of Residential Buildings and Structures.

SAN FRANCISCO MUNICIPAL CODE
PART III-PERMIT PROCEDURE & LICENSE FEES

"MISCELLANEOUS"-GENERAL CONTENTS

Art. 1-Permit Procedure.	Art. 6-Registering & Licensing Bicycles.
Art. 2-License Fees.	Art. 7-Tax on Transient Occupancy-Hotel Rooms
Art. 3-Transient Merchants.	Art. 8-Definitions, License & Penalty Provisions.
Art. 4-Mechanical Amusement Devices.	Art. 13-Connections to Police Department-Terminal Alarm Panel.
Art. 5-Electrical Musical Devices.	

PERMITS REQUIRED (USUALLY PRIOR TO ISSUANCE OF A LICENSE)

POLICE DEPARTMENT PERMITS REQUIRED:

Advertising Matter-Distributor; Advertising-Street Cars-Vehicles; Agents-General Soliciting; Amusement Parks; Auctioneers; Auto-Wreckers-2nd and Accessories; Auto-Public Passenger; Auto-Self Drive; Ball or Ring Throwing Games; Barrels-Second Hand; Billiard & Pool Games; Balloons or Kites; Charitable Soliciting; Circuses-Rodeos; Curb Painting Vehicles; Dance Halls; Driver Badges or Cards-Public Passenger Vehicles; Guides; Jitneys, Junk Dealers & Gatherers; Limousines or Cabs; Masquerade Balls; Mechanical-Amusement Devices or Mechanical Contrivances; Museums; Pawnbrokers; Peddlers-Food Products-Vegetables, Fish, Fruits, Wholesale, etc.; Photographers-Public-Solicitors-Street, etc.; Picture Film Exchanges; Public Passenger-Vehicle Stands; Second Hand Dealers; Shooting Galleries; Skating Rinks; Solicitors-Passenger Vehicles; Tattooing; Wrestling or Boxing Exhibitions.

FIRE DEPARTMENT PERMITS REQUIRED:

Acetylene Generator; Automobile Parking Station; Burning-Removal of Lint; Compressed Gases; Calcium Carbide Storage; Combustibles-Carbide Storage-Readily; Explosives; Fireworks, generally; Flammable Liquids-Storage, Tanks, Dispensing, etc.; Fumigation & Fogging; Garages-Sales, Commercial, Repair, Storage, etc.; Hazardous Chemicals; Liquefied Petroleum Gases; Lumber Storage; Magnesium & Titanium Processing; Motion Picture-Film Exchange-Theatres; Nitrocellulose Plastics; off-highway Tank Vehicle; Open Air Assembly; Open Outdoor Fire; Oven-drying and Baking; Public Assembly; Service Stations; Tent-Theatres; Tire Rebuilding Plant; Vending and Standing Space; Waste Material Plant; Welding and Cutting.

HEALTH DEPARTMENT PERMITS REQUIRED:

Ambulances-Private; Apartment Houses-Hotels-Rooming Houses, etc.; Animals-Dogs-Kennels-Sick Animals, Stables, Riding Academies, Etc.; Baths-Public; Food Inspections: Meats, Milk, Poultry, Meat Vehicles, etc.; Laundries-Automatics; Massage Parlors; Medical Colleges; Salvage Dealers; Swimming Pools.

DEPARTMENT OF PUBLIC WORKS PERMITS REQUIRED:

Stands for Vehicles for Hire; Loading Zones-Passengers, etc.; Warning Signs; Rock Crushing; Construction-Temporary Buildings; Blasting Operations (Check with Central Permit Bureau).

SAN FRANCISCO MUNICIPAL CODE
PART III-PERMIT PROCEDURE & LICENSE FEES

REAL ESTATE DEPARTMENT PERMITS REQUIRED:

Uses of City Properties for Decorative Purposes; Billboards-City Property.

NO PERMITS REQUIRED FOR LICENSES:

Auto Repair-Miscellaneous; Baseball Parks; Bicycles; Bowling Alleys; Carpet Cleaning; Cleaning & Dyeing; Concerts; Contractors; Dog Licenses & Duplicate tags; Gas Regulators; House Raising & moving; Itinerant Shows or Carnivals; Towel Companies.

GENERAL INFORMATION REGARDING PERMIT PROCEDURES AND LICENSE FEES:

Reference should be made to specific sections of booklets of the S.F. Municipal Code for precise legal requirements as to permits, license fees and etc. In most cases, the license fees are collected in the License Bureau of the Tax Collector's Office; and applicants will usually be first required to obtain permits which involve inspections by the departments above generally indicated.

SAN FRANCISCO ADMINISTRATIVE CODE
EXPLANATION, TABLE OF CONTENTS, AND
AN ITEMIZED CURRENT INDEX

Charter Section 23-ADMINISTRATIVE CODE, is quoted as follows:

"Section 23. The powers and duties of the departments and offices which by this Charter are established or continued as departments or offices under elective officers, boards or commissions or the Chief Administrative Officer, as such powers and duties exist at the time this Charter shall go into effect, shall be continued as powers and duties of each such department or office, except as otherwise provided in this Charter.

"The B/S may enact and provide for the publication in printed form of an administrative code, which shall specify or detail the powers, duties, methods and procedure in the several departments and offices."

It is to be observed from Section 23 that the "administrative code" specifies or details the powers, duties, methods and procedure in the several departments and offices; as contrasted with local law which governs or regulates the conduct of private individuals or organizations, including penalties, as provided in the San Francisco Municipal Code which is discussed separately in this volume.

As provided in Charter Section 23, the B/S enacted Ordinance No. 527-59 approved September 24, 1959, for "a consolidation, rearrangement and codification of general administrative ordinances and resolutions" of the City and County. As a result of Ordinance No. 527-59, the San Francisco Administrative Code was published in a convenient book in the latter part of 1959. Said Administrative Code absorbed Part I of the San Francisco Municipal Code, designated as "General" which pertained to powers, duties, methods and procedures in City and County departments and offices; and provisions of other ordinances or resolutions enacted after the printing of the Municipal Code in 1939.

Subsequent to the publication of the S.F. Administrative Code in 1959, the B/S enacted a steady parade of legislation which amended, added or deleted many provisions. Such modifications are contained in individual official copies of the pertinent ordinances. Various City and County departments or officials require up-to-date knowledge of the Administrative Code. To expedite the location of the latest such legislation it is necessary to collect copies of the ordinances which amend the Administrative Code and frequently correct its index.

A current Table of Contents of the S.F. Administrative Code appears on the next page with a reproduction of Ordinance No. 527-59. It is followed by an itemized index which was compiled to satisfy an apparent need. Undoubtedly, there may be a few omissions or other types of errors. Furthermore, there are frequent modifications of the San Francisco Administrative Code which should be added to the detailed index to keep it up to date.

ORDINANCE NO. 527-59
AN ENACTING ORDINANCE
PURSUANT TO CHARTER
SECTION 23.

TABLE OF CONTENTS
BY CHAPTERS

FILE NO. 11193-1 ORD. NO.
AN ORDINANCE ENACTING, PUR-
SUANT TO SECTION 23 OF THE
CHARTER OF THE CITY AND
COUNTY OF SAN FRANCISCO AND
ARTICLE 2, CHAPTER 1, TITLE 5,
DIVISION 1, PART 1 OF THE GOV-
ERNMENT CODE OF THE STATE
OF CALIFORNIA, A CONSOLIDA-
TION, REARRANGEMENT AND
CODIFICATION OF GENERAL AD-
MINISTRATIVE ORDINANCES AND
RESOLUTIONS OF SAID CITY AND
COUNTY TO BE KNOWN AS THE
"SAN FRANCISCO ADMINISTRA-
TIVE CODE."

Be it ordained by the People of the
City and County of San Francisco:
Section 1. An Administrative Code is
hereby enacted pursuant to Section 23
of the Charter of the City and County
of San Francisco and Article 2, Chapter
1, Title 5, Division 1, Part 1 of the
Government Code of the State of Cali-
fornia, wherein general administrative
ordinances and resolutions of said city
and county are consolidated, rearranged,
codified and arranged in appropriate
chapters, articles, sections, subsections,
divisions and paragraphs. The said
code, three (3) copies of which are on
file in the office of the Clerk of the
Board of Supervisors, is hereby adopted
by reference as if incorporated and set
out at length in this ordinance.

Section 2. The code shall be known
as the "San Francisco Administrative
Code" and it shall be sufficient to refer
to said code as the San Francisco
Administrative Code in any proceeding
thereunder. It shall also be sufficient
to designate any ordinance adding to,
amending or repealing any portion of
said code as an addition or amendment
to or a repeal of such portion of the
San Francisco Administrative Code.

Section 3. The provisions of the Ad-
ministrative Code as they exist on the
effective date of this ordinance are not
enacted to make any changes in sub-
stance in existing provisions of the
ordinances and resolutions relating to
the same subject matter, but such
enactment is designed and intended to
continue, restate, rearrange, compile
and codify in one ordinance the said
existing provisions of ordinances and
resolutions.

If for any reason the Administrative
Code, or any part thereof, shall be
declared invalid, then the ordinance or
ordinances or resolution or resolutions
which said code supersedes shall be
given full force and effect unless such
ordinances or resolutions are herein-
after repealed.

Section 4. Provisions of ordinances
of a penal nature which are codified in
the San Francisco Administrative Code
are included therein because of their
relationship to administrative matters.
All proceedings in connection with the
violation of such ordinances shall be
prosecuted under such ordinances and
not under the provisions of this code.

Section 5. The adoption of the Ad-
ministrative Code shall not be construed
to waive, abolish or affect any rights or
obligations under ordinances and resolu-
tions as they exist on the effective date
hereof and all rights and obligations
thereunder appertaining shall continue
in full force and effect until modified,
changed or abolished by appropriate
amendment hereto.

Section 6. If any section, subsection,
subdivision, paragraph, sentence, clause
or phrase of this ordinance, or any part
thereof, is for any reason held to be
unconstitutional, such decision shall not
affect the validity of the remaining
portions of this ordinance or any part
thereof. The Board of Supervisors
hereby declares that it would have
passed each section, subsection, subdivi-
sion, paragraph, sentence, clause or
phrase thereof, irrespective of the fact
that any one or more sections, subsec-
tions, subdivisions, paragraphs, sen-
tences, clauses or phrases be declared
unconstitutional.

I hereby certify that the foregoing
ordinance was passed for second reading
by the Board of Supervisors of the
City and County of San Francisco at
its meeting of Sept. 21, 1959.

ROBERT J. DOLAN, Clerk
Sept. 24, 1959—11.

1. GENERAL PROVISIONS
2. BOARD OF SUPERVISORS
3. BUDGET PROCEDURE
4. CITY BUILDINGS
5. COMMITTEES
6. CONTRACT PROCEDURE
7. DISASTER COUNCIL AND CORPS
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16.1	16.2	Payment of Salaries to 30 Days. Authorized Sea Duty-Govt. Ships.
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LEGISLATIVE REPRESENTATIVES; DESIGNATIONS:

16.3	16.3-1	State Representative and Federal Representative: Designated.
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OTHER COUNTY OFFICIALS:

16.3-2	-	County Recorder and County Clerk: Consolidation of Duties.
16.3-3	16.3-4	Public Administrator: Designated as Public Guardian: Bond by Public Guardian.
16.3-5	-	Attorney for Public Guardian: Appointment Procedure. (By Pub. Adm.)
16.3-6	-	Coroner - To Arrange Interment of Veterans & Widows of Veterans.

OFFICE HOURS-CITY OFFICES:

16.4		City Offices to Close Saturday.
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SECTION NUMBERS
From ThruCHAPTER 13
JAILS AND PRISONERS:POLICE COMMISSION:

13.50	-	Authority to Contract with State-Telpak Circuit System-Vehicles.
13.51	-	Authority to Contract with Alameda County-Police Network System.
13.52	13.59	These numbers not used.
<u>ADULT PROBATION OFFICER:</u>		
13.60	13.61	Prisoners on Work Furlough-Employment Outside of County Jail.

CHAPTER 14

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The License Procedure (14) and Permit Procedure (19) were repealed, and transferred to the Municipal Code.

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15.2	-	Director of Public Health to Administer; Powers & his Duties.
15.3	-	Advisory Board: Compensation; Appointment & Term of Members.
15.4	-	Advisory Board: Powers & Duties.
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15.7	-	Mental Health Services-Agreements: C.A.O. & Purchaser Authorized.
15.8	-	Mental Health Services: Plan: B/S to Execute & File with State Director of Mental Hygiene.

CHAPTER 16

OFFICERS AND EMPLOYEES GENERALLY:MILITARY LEAVES:

16.1	16.2	Payment of Salaries to 30 Days. Authorized Sea Duty-Govt. Ships.
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LEGISLATIVE REPRESENTATIVES; DESIGNATIONS:

16.3	16.3-1	State Representative and Federal Representative: Designated.
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OTHER COUNTY OFFICIALS:

16.3-2	-	County Recorder and County Clerk: Consolidation of Duties.
16.3-3	16.3-4	Public Administrator: Designated as Public Guardian: Bond by Public Guardian.
16.3-5	-	Attorney for Public Guardian: Appointment Procedure. (By Pub. Adm.)
16.3-6	-	Coroner - To Arrange Interment of Veterans & Widows of Veterans.

OFFICE HOURS-CITY OFFICES:

16.4		City Offices to Close Saturday.
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SECTION NUMBERS		CHAPTER 16
From	Thru	OFFICERS AND EMPLOYEES GENERALLY:
		<u>EDUCATIONAL LEAVES:</u>
16.28-1	16.28-5	Public Welfare Agreements with State: Approval of Director of Welfare and Civil Service Commission. Students are Employees.
		<u>RETIREMENT:</u>
16.29	16.88	There are a tremendous number of somewhat complex sections in the Charter pertaining to "Retirement." Additionally, this Admin- istrative Code contains about 117 sections relating to "Retirement," substantially duplicating material abundantly itemized in the Charter and in the Outline of the Charter which is a subject in this volume. The Administrative Code Sections concerning "Retirement" are not listed in this Guide.
		<u>SALARY AND WAGE DEDUCTIONS:</u>
16.90	16.93	Controller Authorized to Deduct: Procedure for Administering this Article. Deduction of Fees for Collection and Payments to Organizations. Organizations eligible.
		<u>TRAVEL EXPENSES:</u>
16.94	16.96	Allowance: Employees Living in City and Working Outside. Employees living outside and assigned to duty outside. Method of Fixing Rate of Travel Allowances.
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		<u>MERIT AWARD COMMITTEE:</u>
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16.128	16.129	Limit of Surety's Liability. Premium to be Paid by City.
16.130	16.131	Approval by: City Atty. & Controller. Filing and Custody of Bond.
16.132	16.133	Public Inspection of Bond. Recording. Termination-Cancellation.
16.134	16.135	State Law is Applicable. Enumeration of Employees Covered on Bond;
16.135-1	16.135-50	Note-Many City and County Officials and/or departments or divisions are enumerated or specified, and amounts are not shown.
		<u>OFFICERS REQUIRED BY CHARTER OR GENERAL STATUTES OF STATE TO BE BONDED:</u>
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16.139	16.140	City Pays Premiums with Limit. Approval of Bonds.
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		<u>BONDS OF OFFICERS NOT SPECIFICALLY REQUIRED BY CHARTER TO BE BONDED:</u>
16.144	16.156	The Language under this category is similar to two above groups.
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M.H. de YOUNG MEMORIAL MUSEUM AND CALIFORNIA

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A NOTE ON PREVIOUS CHARTERS AND CHARTER FORMULATION

California had a Constitution in 1849, nine months before it was admitted into the Union as a state without ever having been a territory.

On April 15, 1850, San Francisco was incorporated as a city by the legislature; the county of San Francisco included the present San Mateo as well. There were new city charters in 1855 and in 1856. The 1856 Hawes Act Charter created the present city and county. However, even for many minor matters (i.e., such as to remove dead dogs from the streets), the Charter could not be changed without State approval.

In 1856, due to corruption in waterfront purchases, the State assumed control over San Francisco Harbor, and still does so; there are Charter provisions today that provide for city control in the event jurisdiction over the harbor is ever regained.

The 1856 Charter was not efficient; it was said that nobody knew what it meant except the city clerk and one or two lawyers. The California Constitution of 1879 provided for the city to pass a freeholder's charter, but attempts to do so were defeated four times until, finally in 1900, a strong-mayor-council type was adopted. However, under the 1900 Charter, the mayor was not so strong as was expected and his executive powers were weakened by boards and commissions which chose their own executives. Civil Service was not a real merit system and the purchasing and accounting procedures were not businesslike.

The San Francisco Bureau of Governmental Research stressed the structural weaknesses therein, and finally in 1931, the present Charter was adopted and it went into effect as we have said on January 8, 1932.

We have spoken of "freeholders." This procedure is provided by the Constitution of the State; if there is a need, the Board of Supervisors or 15% of those who voted at the last governorship election, may require the election of 15 freeholders. Within a year, they work out a new charter and the Board of Supervisors must order an election. If the voters approve, it is submitted to the State Legislature. If passed, it may only be amended by vote of the people and approval by the Legislature.

Let us close with the following succinct and intelligent analysis of the general structure of San Francisco government written in 1963 by the San Francisco Bureau of Governmental Research.

San Francisco Bureau of Governmental Research

A non-partisan citizens' agency devoted to efficiency and economy in municipal affairs

58 Sutter Street

Founded 1916

Bulletin No. 9

May 29, 1963

GENERAL ORGANIZATION -- SAN FRANCISCO CITY AND COUNTY GOVERNMENT

San Francisco is organized as a consolidated city-county government, a form unique within California. Some 750,000 people live here in an area of 46.5 square miles under one local government and in a unified school district. San Francisco is legally a municipal corporation operating under a charter subject to broad limitations imposed by the state. Since 1850 San Francisco has had five charters; the present charter became effective in 1932. The charter, which provides a strong mayor form of government, has been amended numerous times, primarily in sections relating to civil service personnel. An important addition to the charter was the creation of the department of public welfare in 1937.

The government of San Francisco is interesting not only because of its consolidated city-county form, which avoids the duplication of functions found in many cities and counties, but also because of the manner of the separation of powers. The mayor has chief executive power, including a major role in budgeting. The freeholders who framed the 1932 charter were concerned with needed financial reforms and with the inefficiencies of government which resulted from administrative functions exercised by the board of supervisors and other boards. To meet these problems they created two new offices, chief administrative officer and controller, to centralize responsibility for administrative functions. Administrative duties were removed from the board of supervisors, leaving them with legislative powers. The chief administrative officer is appointed by the mayor and confirmed by the board of supervisors and serves until retirement or removal for cause. He is responsible for supervision of several city departments, among them public works and public health, which includes the hospitals and institutions. San Francisco was the first city to have such an office and its success encouraged other local governments to establish similar positions.

The controller is appointed in the same manner as the CAO and has centralized authority over the city's finances as chief fiscal officer. He keeps regular check on all receipts and expenditures, audits all accounts, prepares a schedule for the sale and redemption of bonds, reviews all financial legislation, and makes monthly reports regarding the finances of the city and county. He sees that no department spends money not authorized by the board of supervisors.

The four key offices are the mayor, with broad executive and appointive power; the board of supervisors, with legislative power; the controller, with fiscal authority; and the CAO, with administrative authority over some major line and staff operations of the city and county government. Two other top appointive posts are those of school superintendent and manager of utilities.

The importance of regional problems to San Francisco is indicated by its participation in transportation and air pollution control districts. All of the regional districts have the power to tax, but operate independently of the municipal government.

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